

CITY CLERK
GLOUCESTER, MA

11 JAN 26 AM 8:20



GLOUCESTER CITY COUNCIL

9 Dale Avenue, Gloucester, MA 01930
Office (978) 281-9720 Fax (978) 282-3051
CITY COUNCIL STANDING COMMITTEE

Ordinances & Administration
Monday, January 31, 2011 – 6:30 p.m.
1st Fl. Council Conference Rm. – City Hall

AGENDA **(Items May Be Taken Out of Order)**

1. *Continued Business:*

- A) CC2010-068 (Hardy) Review parking and traffic flow on Leonard Street (Cont'd from 01/03/11)
- B) CC2010-080 (Curcuro) Amend GCO Sec. 22-287 (Disabled veteran, handicapped parking) re: Vicinity of 197 Washington Street (Cont'd from 01/03/11)
- C) Memorandum from Operations Manager-DPW re: rules and regulations for proposed dog park in the City of Gloucester (Cont'd from 01/03/2011)
- D) CC2010-083 (Mulcahey) Amend GCO Sec. 22-287 (Disabled veteran, handicapped parking) re: Vicinity of 4B Summit Street (Cont'd from 01/03/11)
- E) CC2010-084 (Mulcahey/Curcuro) Review traffic flow and directions to alleviate congestion on Washington Street (Cont'd from 01/03/11)
- F) Follow up on Survey of Parking lot area around Rose Baker Senior Center in connection with Amendments to the Traffic Ordinance for Manuel Lewis Road and Senior Center lot (Matter concluded at City Council September 28, 2010)
- G) Letter and documentation from Deputy Fire Chief Aiello re: enactment of ordinance to bill for Certain Fire Dept. responses (Referred from B&F Committee on 11/29/10)

2. Appointments:

Newell Stadium Building Committee	TTE 12/31/2011 Kristin Michel
Committee for the Arts	TTE 02/14/2015 Eric Schoonover
Historical Commission	TTE 02/14/2014 Susan Albiero

Reappointments: All Reappointments that follow TTE 02/14/2012

- **Jim Duggan**, Chief Administrative Officer; **Jeff Towne**, Chief Financial Officer; **Suzanne Egan**, City Solicitor; **Sarah Garcia**, Community Development Director; **David Bain**, Personnel Director; **Donna Compton**, Purchasing Agent; **Bill Sanborn**, Building Inspector

- 3. *List of Suggestions for Dog Park Rules of Use as provided by Jamie Levie, Animal Control Officer***
- 4. *CC2011-002 (Theken) Amend GCO Sec. 22-270(Parking Prohibited at All Times) be amended by ADDING Magnolia Avenue from under the train bridge to its intersection with Essex Avenue both sides (TBC)***
- 5. *CC2011-004 (Mulcahey) Traffic Commission be requested to investigate a vending site and make their Recommendation to the O&A Committee et. al. (TBC)***
- 6. *Memo from Recycling Coordinator re: revisions to GCO Sec. 9-1 and 9-2(a)***

COMMITTEE:

Councilor Sefatia Theken, Chair
Councilor Ann Mulcahey, Vice Chair
Councilor Bruce Tobey

Committee members – Please bring relevant documentation

Back-up and Supporting Documentation on file at the City Clerk's Office, City Hall

CC: Mayor Carolyn Kirk

Jim Duggan

Linda T. Lowe

Suzanne Egan

Robert Ryan/Larry Ingersoll

Mike Hale/Mark Cole

Paul Keene

Jamie Levie

Fire Chief Phil Dench/Deputy Chief Steve Aiello

Rose LoPiccolo

Jeff Towne

Suzanne Egan

Sarah Garcia

Donna Compton

David Bain

Bill Sanborn



CITY OF GLOUCESTER 2010 CITY COUNCIL ORDER

ORDER:	#CC2010-068
Councillor	Jackie Hardy

DATE RECEIVED BY COUNCIL:	09/28/10
REFERRED TO:	TC & O&A
FOR COUNCIL VOTE:	

Ordered that the Traffic Commission and the O&A Committee review the parking situation and traffic flow along Leonard Street from its intersection with Washington Street to its intersection with Rockholm to address the inability of public safety vehicles to provide rapid response to the far reaches of The Annisquam Village and Lands End.

Further to advise what type of informational signage would be appropriate for posting at the beginning of the village intersection Washington and Leonard (near the telephone pole in front of Church) that would alert trailer trucks not to go into the village as there is no turn around, it is a dead end with no outlet.

Background: Leonard Street is the only way in and out of the Village. Larger sized weddings at the Annisquam Village Church necessitates parking on both sides of the narrow Leonard Street, which inhibits emergency vehicles access on a timely basis. Possible solutions include allowing parking on only one side of the street.

Councillor Jackie Hardy

Sec. 22-246. Police to keep records of towed vehicles.

The police department shall keep a record of all vehicles towed, immobilized or removed under the provisions of this division. Such record shall be retained for one (1) year and shall contain the following information:

- (1) The registration of the vehicle;
- (2) The location from which it was towed, and the time and date of the order or, where applicable, the location at which it was immobilized;
- (3) The location to which it was moved;
- (4) The fee charged for towing;
- (5) The name of the towing contractor, if any;
- (6) The name and rank of the officer who authorized towing or immobilization.

(Code 1970, § 21-198; Ord. of 5-18-82, § 7)

Cross reference(s)--Police department, § 17-15 et seq.

Secs. 22-247--22-264. Reserved.

ARTICLE VI. TRAFFIC SCHEDULES

Sec. 22-265. Turning movements--Generally.

Turning movements at the following locations are hereby restricted in the manner indicated below when official signs are in place giving notice thereof in accordance with section 22-75:

Addison Street, at its intersection with School Street, right turn only.

Amero Court, at its intersection with East Main Street, left turn only.

Elm Street, at its intersection with Main Street, right turn only.

Hancock Street, northbound into Main Street, left turn only.

Hancock Street, southbound into Main Street, right turn only.

Liberty Street, at its intersection with Pleasant Street, right turn only.

Smith Street, at its intersection with Pleasant Street, left turn only.

Washington Street, at Grant Circle, for vehicles leaving shopping center, right turn only.

Washington Street, southerly direction, at its intersection with Wheeler Street, right turn prohibited.

(Code 1970, § 21-155(a); Ord. of 9-19-78, § 1; Ord. of 11-13-79, § II; Ord. of 1-22-80, § II; Ord. of 3-23-82, § I; Ord. of 4-3-84, § I; Ord. of 1-28-86, § I)

Sec. 22-266. Turning movements--U-turns.

CITY CLERK
GLOUCESTER, MA

**CITY OF GLOUCESTER
TRAFFIC COMMISSION**

10 DEC 20 AM 8:25

**A meeting will be held on Thursday December 16th, 2010 at 6:00 p.m.
at the third floor conference room at Gloucester City Hall**

Please conduct your own site visits when convenient

Meeting opened at 6:02 p.m. by Chairman Robert Ryan. Also attending were members Larry Ingersoll, Anthony Bertolino and Michael Mulcahey. Also present, City Councilors Ann Mulcahey and Steven Curcuro.

AGENDA

This order was tabled at our last meeting.

Order #CC2010-068 (Councilor Hardy) Ordered that the Traffic Commission and the O&A Committee review the parking situation and traffic flow along Leonard Street from its intersection with Washington Street to its intersection with Rockholm to address the inability of public safety vehicles to provide rapid response to the far reaches of the Annisquam Village and Lands End.

Further, to advise what type of informational signage would be appropriate for posting at the beginning of the village intersection of Washington & Leonard Streets (near the utility pole in front of the church) that would alert trailer trucks not to go into the village as there is no turnaround, being a dead end street with no outlet.

Background: Leonard Street is the only way in or out of the village. Larger sized weddings at the Annisquam Church necessitates parking on both sides of narrow Leonard Street, which inhibits emergency vehicle access on a timely basis. Possible solutions include allowing parking on only one side of the street.

*(October Meeting) After a discussion and researching current parking ordinances in the area, a MOTION was MADE, SECONDED and PASSED to **TABLE** the order at this time after receiving a request from Councilor Hardy to do so.*

*(November Meeting) This matter was again **TABLED** until further information can be ascertained from Councilor Hardy.*

*(December Meeting) After research, it was learned that there is already a 'No Parking' ordinance in the books that covers the westerly side of Leonard Street from Bridgewater Street to Nashua Avenue. Signs would be needed to be installed to enforce this ordinance. This would help relieve the parking issues in the area during church events. After a discussion, a MOTION was MADE, SECONDED and PASSED to **APPROVE** a recommendation to have a sign installed at the beginning of Leonard Street that informs large trucks of the inability to turn around in the village. Suggested signage could be 'No*

Turnaround For Large Trucks'. The TC believes that these two recommendations would help allieviate the issues in the area.

NEW ORDERS

Order #CC2010-078 (Councilors Verga & Whynott) Ordered that the Traffic Commission investigate the need for a 'Blind Driveway' sign at 198 Concord Street for traffic coming from the direction of Route 128

The TC has found that there is already a 'Hidden Drive' sign installed in the area for drivers coming from the northerly direction. A MOTION was MADE, SECONDED and PASSED to APPROVE the placement of another sign for vehicles heading in a southerly direction. This sign could be installed on pole #1855 if needed.

Order #2010-080 (Councilor Curcuru) Ordered that GCO Sec 22-287 (Handicapped Parking) be amended by ADDING:

Washington Street, One handicapped parking space in the vicinity of #197

After a discussion, this matter was TABLED until the TC can speak to the requestor and also look into the ownership of the area suggested for the Handicapped Parking space. The requestor had notified the TC that he would be unavailable for several weeks.

Order #CC2010-082 (Councilor Verga) Ordered that speed limit signs be posted for the entire length of Fuller Street in Magnolia with a limit of 20 MPH.

Also, that a 'Slow Children' sign be posted at both ends of Fuller Street

After a discussion, a MOTION was MADE, SECONDED and PASSED to APPROVE both recommendations in this order.

A short discussion was held with Councilors Mulcahey and Curcuru concerning their upcoming order looking into traffic in the lower Washington Street area and its side streets.

The meeting was adjourned at 6:30 p.m.

ROBERT RYAN, Chairman

LARRY INGERSOLL, Secretary

CITY OF GLOUCESTER TRAFFIC COMMISSION

**A meeting was held on Thursday January 20th, 2011 at 6:00 p.m.
at the third floor conference room at Gloucester City Hall**

The meeting was opened by Chairman Robert Ryan at 6:00 p.m. Also attending were members Larry Ingersoll, Anthony Bertolino, Michael Mulcahey and Robert Francis. Also present was Beth Fosberry, a resident of Gloucester Avenue and an employee of a business on Gloucester Avenue.

AGENDA

The following was tabled at our last meeting:

Order #2010-080 (Councilor Curcuru) Ordered that GCO Sec 22-287 (Handicapped Parking) be amended by ADDING:

Washington Street, One handicapped parking space in the vicinity of #197

(December Meeting) After a discussion, this matter was TABLED until the TC can speak to the requestor and also look into the ownership of the area suggested for the Handicapped Parking space. The requestor had notified the TC that he would be unavailable for several weeks.

(January Meeting). After a discussion, a MOTION was made, seconded and PASSED to NOT RECOMMEND the order. The TC has learned that although the area requested for a handicapped space is on City owned property, the requestor has not appeared before the Committee to discuss the request. The TC also noted that the request is not consistent with typical requests for Handicapped Spaces. (i.e.: in front of their home)

NEW ORDERS

Order #2010-083 (Councilor Mulcahey) Ordered that the GCO Sec. 22-287 (Handicapped Parking) be amended by ADDING:

Summit Street, one handicapped parking space in the vicinity of #4B

A MOTION was made, seconded and PASSED to TABLE this request as no handicapped placard has been provided and the TC isn't aware of who is requesting the space.

Order #2010-084 (Councilors Mulcahey and Curcuro) Ordered that the O&A Committee with the assistance of the Traffic Commission review the traffic flow and direction of traffic on the side streets impacting Washington Street in a northerly direction for the following side streets to alleviate congestion on Washington Street:

Gloucester Avenue (east), Riverside Avenue (east), Madison Avenue (west), Knowlton Square (east), Whittemore Street (east), Grove Street (west), Centennial Avenue (east), Commonwealth Avenue (east), Derby Street (west), Railroad Avenue (west), Pearl Street (west), Addison Street (west), Exchange Street (east), Beacon Street (east), Foster Street (east), Pine Street (west), Granite Street (east), Orchard Street (east), Washington Square (east), Mansfield Street (east), Middle Street (west) and all other affected side streets.

After a discussion, a MOTION was made, seconded and PASSED to make NO RECOMMENDATION at this time. The TC feels that this is a major issue that needs professional analysis or consultations and the scope of the request is beyond the expertise and reach of the TC. Public input from a joint meeting of the O&A Committee and the TC should also be heard. The TC is aware that there is a traffic issue on Washington Street but is unsure if changing the flow of side streets would help the problem. The TC noted that any changes would adversely affect the other main streets (Maplewood Ave/Centennial Ave) in the area.

The meeting was adjourned at 6:45 p.m.

ROBERT B. RYAN, Chairman

LARRY INGERSOLL, Secretary

GLOUCESTER DOG PARK REGULATIONS

Effective December 1, 2010

CITY CLERK
GLOUCESTER, MA

11 JAN 24 PM 1:58

A. Parking Lot:

1. Hours of Operation

- a. Seasonal: Gates are open from April 1 to October 31 annually
Gates are closed from November 1 to March 31 annually
- b. Daily in Season: Gates opened at 8:00AM and locked at 9:00PM

2. Parking Fees

Parking fees may be collected from May 1 to September 30 annually, and shall be collected daily from Memorial Day to Labor Day, in accordance with the schedule of fees established in Appendix A.

B. General:

- 1. The park will be open from 6:00AM to 10:00PM
- 2. Dog Owner is responsible for damage or injury inflicted by your dog.
- 3. Neither volunteers nor the City of Gloucester nor any of its agents or agencies shall be liable for any injury or damage caused in the dog park
- 4. Maximum of three (3) dogs per adult permitted at one time
- 5. Children under the age of eight (8) are not permitted inside the dog park
- 6. Minors under the age of sixteen (16) must be accompanied by an adult
- 7. Aggressive behavior (from dogs or people) requires immediate removal from the park

C. Dogs:

- 1. All dogs must be leashed when entering and exiting the park
- 2. All dogs must wear a current license and rabies tag
- 3. All dogs must wear an ID tag that includes the dog's name, owner's name and owner's phone number
- 4. All dogs must be healthy and have current vaccinations
- 5. The following is prohibited:
 - a. Choke, prong or spike collars
 - b. Female dogs in heat
 - c. Puppies younger than 4 months of age
 - d. Excessive barking (Dog must be removed if barking continues after correction)
 - e. Unaltered dogs
 - f. Aggressive dog behavior (Dog must be removed if behavior continues after correction).
 - g. Food – except for small training treats
 - h. Toys – except for generic tennis balls
 - i. Food, smoking, alcoholic beverages, glass containers
 - j. Bicycles, strollers, skateboards, rollerblades, bare feet
 - k. Running, shouting, screaming or engaging in any behavior that antagonizes a dog

D. Dog Handlers must:

1. Must be sixteen (16) years of age or older
2. Clean up their dog(s) waste
3. Seal waste in plastic bag and dispose of in the appropriate container
4. Fill in any holes your dog(s) digs
5. Carry a leash in their hands at all times
6. Keep their dog(s) within sight and vocal commands at all times
7. Must be in control of their dog(s) at all times
8. Wait until double gated entry and exit area is free of all other dogs and people before entering area
9. Remove leash and choke, prong, or spiked collars in double gated entry before entering play area
10. Attach leash to dog in double gated exit area before exiting the park

Appendix A

PARKING FEES ESTABLISHED

1. Parking fees

a. Stage Fort Park

Passenger car, SW, mini-van, SUV	\$10.00 weekdays \$15.00 weekends, holidays
Motorcycle	\$5.00 each
Van (8+ seats)	\$15.00 weekdays \$20.00 weekends, holidays
Bus (13+ seats)	\$20.00 weekdays \$25.00 weekends, holidays
Bus (26+ seats)	\$25.00 weekdays \$30.00 weekends, holidays
Guest Voucher	\$5.00 discount off the full daily rate



CITY OF GLOUCESTER

Commonwealth of Massachusetts

DPW - ENGINEERING DIVISION

CITY HALL ANNEX

2ND FLOOR

3 POND ROAD

GLOUCESTER, MA 01930

PHONE: 978- 281-9773 FAX: 978-281-9725

Michael B. Hale, A.I.C.P.
Director of Public Works

Paul G. Keane, P.E.
City Engineer

Melissa A. Miguel, P.E.
Jr. Civil Engineer

Karen L. Andrews
Sr. Engineering Aide

CITY CLERK
GLOUCESTER, MA
JAN 14 AM 11:59

January 10, 2011

Ms. Linda Thomas Lowe
City Clerk
City of Gloucester
City Hall
Nine Dale Avenue
Gloucester, MA 01930

RE: New Survey Showing Existing Parking Spaces in the Vicinity of Rose Baker Senior Center
at the Intersection of Rogers Street and Manual F. Lewis Street

Dear Ms. Lowe:

In response to the request made by the Committee on Ordinances and Administration at their meeting on September 20, 2010, and pursuant to discussions we had in September 2010, the DPW-Engineering Division sought bids for an updated survey of the Rose Bake Senior Center Parcel and abutting parking areas.

Hancock Survey Associates, Inc. of Danvers recently completed the work and delivered an electronic copy of the plan to this office, along with Mylars suitable for recording, and copies of the underlying land record research supporting their survey plan. I provided you with two full size prints of the plan at our meeting last week, and I am enclosing with this letter and 8^{1/2}" x 11" plan suitable for scanning. I will send you by email copies of the deeds and easement documents for your files.

Please do not hesitate to contact me if you have any questions or require any additional information regarding this matter.

Very truly yours,

Gloucester Department of Public Works – Engineering Division

Paul G. Keane, P.E.
City Engineer

Attachment

Copy: M. B. Hale, AICP, Director DPW
File



CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760



September 23, 2010

RECEIVED

SEP 28 2010

Mayor's Office

Carolyn Kirk, Mayor
City of Gloucester
9 Dale Ave.
Gloucester, MA. 01930

Mayor Kirk,

I am seeking Administration support and City Council approval of a City Ordinance enabling the Fire Department to bill for certain Fire Department responses. I have enclosed relevant background material and supporting documentation.

The Gloucester Fire Department is not alone in its difficulties fulfilling its mission due to a lack of funding. Fire Departments around the country are being faced with staffing shortages, malfunctioning equipment, and a lack of training due to the nationwide financial crisis. Municipalities are seeking new and innovative methods of increasing revenue to continue to provide effective and efficient services, without raising taxes.

Across the country, municipalities have begun billing for Fire Department responses. This process has enabled municipalities to maintain, and in some cases actually expand the level of service that their residents have come to expect.

The Commonwealth of Massachusetts mandates supplemental insurance coverage for Fire Department responses on all structure and vehicle insurance policies. Yet if the Fire Department does not bill the insurance company for its response, the funds set aside for that response go unexpended and become additional profits for the insurance company.

The process that I am proposing is quite simple. The Fire Department would enter into an agreement with a billing company for billing services. On Fire Department responses such as Motor Vehicle Accidents, Structure Fires, or Hazardous Materials Incidents, the Fire Department will collect the responsible party's



CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760



insurance company information and forward it to the billing company. The billing company will bill the insurance company for our response. The Fire Department will have electronic access to an account set up by the billing company that will enable us to monitor bills that have been sent out, payments that have been received, etc. The billing company is paid either by retaining a portion of the revenue collected or by adding an administrative fee to the bill.

There is no out of pocket expense for the responsible party, as only the insurance company will receive a bill. There are no added costs, surcharges, or insurance premium increases for the responsible party because of the Fire Department's charge for its response.

The revenue collected would be set aside in a revolving account to be utilized by the Fire Chief as he/she sees fit. As you are well aware there is no shortage of needs in the department. The Chief and I have discussed several ideas including completing tasks that are related to the recent Management Audit of the Fire Department but have not been completed as of yet due to a lack of funding. One billing company conservatively estimated revenue at \$60,000 annually, but that was based on old data and with new reporting methods that revenue estimate should increase.

I have attached relevant information about the revenue recovery process. There are 2 municipalities on the North Shore, Wenham and Andover, that already utilize this revenue recovery process with great success. I hope you look favorably upon this request and as always I am available to answer any questions that may arise.

Respectfully,

Stephen Aiello, Deputy Chief
Gloucester Fire Department

cc. Jim Duggan
Suzanne Egan
Chief Dench

ORDINANCE NO. _____

AN ORDINANCE OF _____ RECOGNIZING THE AUTHORITY OF
FIRE COMPANIES TO SEEK REIMBURSEMENT FOR FIRE, SAFETY & RESCUE
RESPONSES AND HAZARDOUS MATERIAL & ENVIRONMENTAL INCIDENTS.

IT IS HEREBY ORDAINED AND ENACTED by the _____ of
_____, as follows:

ARTICLE I. TITLE.

This Ordinance shall be known as the _____ Emergency Service Cost
Reimbursement Ordinance.

ARTICLE II. AUTHORITY, FINDINGS, AND PURPOSE.

- A. Authority – Under _____, the _____ has the
authority to make rules and regulations for the government of public safety and/or fire
companies located within _____.
- B. Findings – It is recognized that the duties of fire companies require specialized
fire/safety/emergency/rescue/environmental/ hazardous material tools, equipment,
materials, supplies and specialized training in order to provide for the safety of the
public served. Such required, as well as the response to emergency situations
involving, and/or caused by, non-resident individuals, places a tremendous financial
burden on said fire companies. While taxes, if applicable, may provide the fire
companies sufficient financial assistance to exist, in an effort to avoid ever-increasing
tax burdens of the residents of _____, it is found that the alternative
source of funding, Emergency Service Cost Reimbursement (i.e. response billing)
should be authorized.
- C. Purpose – To grant any fire company operating in _____ (hereinafter
“Fire Departments”) the authority to seek reimbursement for the reasonable cost of
responding to such incidents, as well as the reasonable costs to recoup such costs.

ARTICLE III. RECOVERY OF COSTS.

- A. Fire Departments are authorized to recover the reasonable costs of the use of emergency
fire and/or rescue (including, but not limited to, vehicle accidents) personnel hours, tools,
equipment, materials and vehicles; hazardous material and/or environmental response
personnel hours, tools, equipment, materials and vehicles; and reasonable interest on any
amount due from the date of the response forward. Additionally, Fire Departments are
authorized to collect a reasonable flat-rate fee for any false alarm responses or fire drill
responses for which the Fire Department did not receive at least forty-eight (48) hours
prior notice.
1. Nothing in this Ordinance shall be interpreted as limiting any amounts Fire
Departments are authorized to collect under any applicable State statute or law.
- B. The reasonable costs authorized to be billed for under this Ordinance may be recovered
directly by the Fire Department or through a third party billing service as an authorized
agent for the collection of such costs.

- C. The reimbursement rates for the aforementioned costs shall be set by the billing entity.
- D. If a third party billing service is utilized, said third party billing service shall be authorized to charge a service charge in addition to the costs it is recovering for the Fire Department. Said service charge will be set by the third party billing service.
- E. All funds recovered under this Ordinance, and due to the Fire Department, shall be remitted directly to the Fire Department by either the responsible party or, if a third party billing service is utilized, by said third party billing service. All funds recovered under this Ordinance shall be exclusively used for the support of the Fire Department.

(Option #1)

- F. In the event that collection costs and/or attorney's fees are incurred by the Fire Department or third party billing service as a result of the efforts required to obtain full reimbursement for the costs billed for under this Ordinance, said collection costs and/or attorney's fees may be recovered by the Fire Department or third party billing service from the party responsible and/or any applicable insurance company/carrier of the party responsible for the costs originally billed for under this Ordinance.

(Option #2)

- G. The Fire Department or third party billing service shall only have the authority to recover the costs authorized under this Ordinance from the applicable insurance company/carrier of the party responsible for the costs authorized to be billed for under this Ordinance. In the event that collection costs and/or attorney's fees are incurred by the Fire Department or third party billing service as a result of the efforts required to obtain full reimbursement for the costs billed for under this Ordinance, said collection costs and/or attorney's fees may be recovered by the Fire Department or third party billing service from the applicable insurance company/carrier of the party responsible for the costs authorized to be billed for under this Ordinance.

ARTICLE IV. REPEALER & SEVERABILITY.

- A. All ordinances, parts of ordinances, and amendments thereof which are inconsistent with this Ordinance are hereby repealed.
- B. If any section, paragraph, sub-section, clause or provision of this Ordinance shall be declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole or any part thereof other than that portion specifically declared invalid.

ARTICLE V. EFFECTIVE DATE.

- A. Costs authorized to be billed under this Ordinance may be billed from a retroactive date of not more than thirty (30) days preceding the Effective Date of this Ordinance.

ENACTED AND ORDAINED this _____ day of _____, A.D., 20____.

SIGNATURE PAGE FOR THE
EMERGENCY SERVICE COST REIMBURSEMENT ORDINANCE

Authorized by _____ :

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

EMERGENCY SERVICES BILLING CORPORATION

March 19, 2008

Cost Recovery Programs
for Paid, Volunteer &
Combination Departments

Next Year's Budget Today



Education

ESBC was founded in 2006 by a consulting firm of professionals holding degrees in business administration, finance, accounting, engineering, mathematics, and law

Experience

ESBC's founders have the following collective relative experience:

Over 75 years of insurance claims adjusting

Over 25 years in collections

Over 10 years as trial lawyers

Over 2 years as insurance defense attorneys

The founding consulting firm is a multi-million dollar corporation in business nearly two decades, which provides great financial strength and resources.

About Us

With the founders' extensive insurance claims experience it was quickly recognized that fire departments' interests were not being properly served. This led to the formation of ESBC (Emergency Services Billing Corp.), which has established a billing business to help relieve the burden fire departments across the country incurs.

ESBC knows how to present fire department bills to the insurance industry in a manner that promotes full payment of bills faster. This is a result of ESBC knowing the reasonable cost of providing services. The ESBC bills reflect the total reasonable cost of the provided services, which typically averages \$1000 per auto response.

Law

ESBC has in-house legal counsel that is able to address all the complex legal issues involved with the billing and collections process. In addition, our legal staff is prepared to help draft a custom ordinance that can return badly needed service reimbursement to your department.

Fees

Unlike what many expect to hear, our services are FREE to you. In many states, all of our fees can be paid by the insurance companies we work with. You will never have any charge associated with our services on MVA's. All sums recovered for fire department services are paid to the department.

Contract

Our contract gives us the power to bill and collect on your behalf. This allows us to have the ability to bill effectively and resolve any collections issues that arise. This contract protects the fire departments liability in regards to billing and collections by giving ESBC the power to settle claims on their behalf.

The Billing Process

The billing process is quite simple for the department as they are only responsible for providing us the appropriate information necessary to construct an accurate claim on your behalf. Once the department

is called out for an auto response we require the completion of only one form. This form provides us with the equipment used on the scene, man hours by rank responding, materials used, and any damages or other fees associated with your response.

Determining Rates

ESBC has created a rate schedule by taking into account all costs and expenses related to your equipment and labor hours expended. Our labor rates are calculated by adopting a fee schedule for both paid and volunteer firefighters taking into consideration rank. Our policy includes billing for every 15 minute increment once the equipment and responders are on scene. We are able to even collect for your demobilization and cleanup once returned to the firehouse.

To best serve fire departments we feel that we have compiled a great force of employees that will effectively return funds due for your service.



Quick Facts

- *Local Taxpayers are paying for the fire department to respond to accidents caused by non-tax paying citizens*
- *Recent studies have shown that between 40-85% of accidents are from non-taxpaying citizens. Variation due to location and traffic volume.*
- *The intention of tax dollars is to cover the basics required to operate a fire department for "fire protection", not for the coverage of expenses incurred from an automobile accident. That is what auto insurance is for.*
- *Many fire departments are being forced to reduce their staff size or alter their spending due to budget restraints. Many even are restricted from purchasing much needed equipment or technology because money is needed to cover the increased expense of emergency responses.*
- *All of these facts result in a cost of a less safe fire department and community.*



ESBC
EMERGENCY SERVICES
BILLING CORPORATION

EMERGENCY SERVICES
BILLING CORPORATION

P.O. BOX 247 - Brownsburg, IN 46112
877-269-8237 - Fax: 877-269-8240
www.esbc.biz - info@esbc.biz

**DON'T RUN FOR FUN
GET PAID FOR IT**
WE BILL FOR AUTO AND TRUCK RESPONSES

Is the Community Responsible?

Are your automobile responses outnumbering your house fire responses? Are you experiencing budget drains due to these increased auto responses? ESBC has come to your rescue! ESBC (Emergency Services Billing Corp), an Indiana-based company, specializes in billing to make sure your department gets reimbursed for the MVA calls it responds to!

Fire department budgets are under an ever-increasing strain, local governments are under evermore pressure to restrain spending and the general public is overburdened with taxes. One way for fire departments to help address this financial stress is to do cost recovery specifically on those non-tax paying residents.

Many firefighters think, "I'm an emergency responder. This is just what I do!" But the community your department serves shouldn't be forced to "volunteer" to cover increased

costs by increasing calls for responses they didn't cause, especially for out-of-area auto owners!

Local tax-payers are paying to maintain the costs that keep your department open and ready to respond to community emergencies. When you have to use more-and-more of those funds to aid auto owners, many of whom are from outside the area, your community suffers. ESBC believes that volunteer departments have a duty to get some of that money back if possible, and can help show you how to accomplish cost recovery.

With the ever-growing amount of traffic on the roads and highways that surround local communities, more-and-more accidents involve tractor trailers traffic that is passing through. It is unfair for your department, and community, to be saddled with all the expense of dealing with the accidents and emergencies caused

by those passing through to another city or town.

Many states have authorized fire departments to bill for these calls to try and address this escalating problem. It's unfair for your community and department to bear the burden of footing the entire bill for these types of calls while the insurance companies continue to collect premium payments to cover the same accidents.

The billing of auto accident responses, for both paid and volunteer departments, is a much needed tool. Not billing takes money away from your investment in equipment, training, updating technology, etc. ESBC can help your department lighten the strain on your budget and local community through our billing services. In many cases, all of our fees can even be paid by the insurance companies we work with!

Let us show you how to make this work for your department!

What Billing Can Do for You!

Equipment & Technology

- Purchase a safer environment by purchasing newer and better equipment
- Purchase needed newer technology that will assist in protecting your community and staff
- Help with the costs of maintaining equipment

Staff

- Help prevent job cuts due to budget restraints
- Allow for more training
- Assist with wage restrictions & benefit restrictions

Community

- Help relieve the tax burden
- Provides a more equipped department to protect the community at whole

EMERGENCY SERVICES BILLING CORPORATION

P.O. BOX 247 - Brownsburg, IN 46112
877-269-8237 - Fax: 877-269-8240
www.esbc.biz - info@esbc.biz

"Did you know that most auto insurance policies cover all costs associated with an auto accident, including fees for services from fire departments?"



There is no better time than now to begin a cost recovery program for your fire department and community.

WILL YOUR BUDGET SURVIVE THE NEXT RUN?



ESBC IS READY TO DO YOUR BILLING

We would be more than happy to come give a presentation to your department or to any other surrounding department that would be interested. Our goal is to help better serve you by collecting money that you are due. Don't wait another day.

Recovery Billing

By: Samuel Yount
Assistant Chief/MSO
South Pierce Fire and Rescue
EMS Section Education Contact
Phone: 253.377.1963

(Reprinted from the Washington Fire Chiefs Website posted on 5/13/2010)

In the 80's when I was a firefighter for Maple Valley, the Chief decided to be innovative and start ambulance transports out of the fire station. The thought of this process was beyond grasp for most folks in the fire service because we would now be billing for the additional services. In today's economy, with ALS/BLS billing being such an important part of our current budgets, we are always looking for new ways to retain the services we currently enjoy.

I was approached not long ago about billing for recoverables on Motor Vehicle Collisions (MVC) and structure fires; I had a flash back to the 80s and ambulance billing. The first thought was "WE CAN'T DO THAT!" I thought it would be double billing since we receive taxes for that service. I then very quickly remembered we receive taxes for EMS as well but we bill for the additional services at no additional cost to our taxpayer.

Structure fires.

I was told with structure fires we have the ability to bill for overhaul in most cases about \$500 without impacting our taxpayers. I then contacted several insurance companies to see how billing for this service would impact the taxpayer. I got the same answer each time; **"the claim is opened due to the fire and our portion would not cause an increase in insurance cost to the tax payer."** We could bill for our portion and because it is a part of what their insurance policy called recoverable funds for mitigation (or what we call overhaul.) At first I must admit I didn't think I would be able to get this past the board of commissioners and it was indeed difficult. As I explained that it did not have to affect the taxpayer in the event that they either don't have insurance or their policy did not allow for this bill. At South Pierce Fire and Rescue we have a membership program for EMS where we do not bill our taxpayers anything more than their insurance pays and this was just like that program. My board went on a field trip to EF Recovery in Gig Harbor and talked to the staff. After that meeting it was clear that we needed to move forward.

Motor vehicle collisions.

A few years back we were approached by a vendor of Amerizorb (I affectionately call this peat moss). Since there are a large portion of MVC's that require spill control we were looking for a safe way to dispose of these products. The vendor explained they had a billing process for applying this product using their auto insurance to pay back this cost and manpower for applying the product. We decided to move forward with purchasing the product and sent in billing information. I was very pleased at the returns; our first check was for \$300 for a single application (recoverable costs vary by insurance company). We had set this up with the same style of membership program. We have reimplemented the program using tablets and if all is projected correctly we should recover an exciting amount. This amount is for recoverable items only, not the response.

Our Board of Commissioners made the decision on Thursday, April 29th to move forward with recovery billing. Our Commissioners have made an effort to assist in the research and I believe that effort will pay off. As I have always heard "time is money" and the faster we move forward the better we serve our citizens.

In conclusion, please take the time to look at the FAQ attached and RCW 76.04.495. You will find many of the same questions I asked at first in these documents. I am not paid by EF Recovery; just support the methods to receive recoverable payment for South Pierce Fire and Rescue. I hope you have found this to be informative. You may also contact EF Recovery at: www.efrecovery.com or call (877)213-9047.

Steve Aiello

From: Haddad, Peter [Peter.Haddad@intermedix.com]
Sent: Tuesday, June 29, 2010 12:25 PM
To: Steve Aiello
Cc: Murray, John; Mulligan, John
Subject: RE: Fire-Rescue Funding Source Developments ATTN: Steve Aiello, Deputy Chief

Chief Aiello,

What follows is a very high level overview of some of the insurance issues surrounding the funding opportunity posed by our Emergency Response Billing (ERB) solution. If you would deem it beneficial, we can also have a discussion that breaks some of these concepts down on a more granular level at your convenience.

The basic concern is that if fire departments begin to bill, then it will cause insurance rates to go up. While at first glance this may make sense, there is absolutely no evidence that this is true.

Insurance companies can not just raise rates "willy-nilly". Rather they must petition the Insurance Commissioner for the ability to increase rates, and this process is conducted in the public forum. Even in states in which we have been billing with hundreds of clients for many years, we have never seen the insurance companies petition for a rate increase based on the fact that fire departments have begun to recover a small portion of their response costs from the beneficiary of their services.

On the individual level, if you cause a vehicle crash through the negligent operation of an automobile, your insurance rates will go up. However, the amounts that they will go up are governed by pre-set actuarial tables. The insurance companies can't discriminate against you and raise your rates higher if you crash into a brand new Cadillac vs. if you hit an old beat-up Yugo, for example.

Similarly, if you have a structure fire, your rates will go up (or the insurance company may drop you), but whether or not the fire department gets paid has absolutely no bearing on whether or how much this occurs. (In fact the "Fire Department Service Charge" portion of homeowners and commercial fire policies is entirely supplemental which means that it can be paid on without triggering a claim, has no effect on the amounts left in the policy limits, etc.)

The bottom line is that if the fire department does not recover its costs, then the money stays in the insurance companies' coffers, NOT in the pockets of your citizens.

Please let me know if you have any questions or desire additional clarification.

Respectfully,

Peter M.A. Haddad
Fire Billing Project Manager
REVENUE RESCUE----INTERMEDIX

877.524.8182 extension 405 (toll-free)
peterh@revenue-rescue.com (e-mail)
www.revenue-rescue.com (website)
512.363.7287 (mobile)
866.569.0228 (FAX)

Gloucester FD Revenue Estimate

Billing/Collection Summary – Data Estimated based on 2008-2009 FD Run Data

The following model is based on a fully engaged Emergency Response Billing (ERB), including fees for all motor vehicle accidents, HazMat incidents, and structure fires, set at hourly rates commensurate with your departmental costs. If your agency desires to customize this plan, we can re-cast the model to reflect the deviation from our recommended template.

Billing Volume

179 Total Billable Incidents

- 107 Motor Vehicle Crashes
 - 27 "Minor" Vehicle Crashes
 - 73 "Moderate" Vehicle Crashes
 - 7 "Major" Vehicle Crashes
- 10 Vehicle Fires
- 63 Structure Fires

Our MVA Incident model indicates that of all incidents responded to, 50% are non-billable due to reasons of minimal severity, missing owner information, unavailable liability data and other issues such as non-submission. We further segment these incidents by severity -- as severity increases so do the costs, and the potential to recover those costs. We have also broken down the model to reflect the fact that around 90% of the revenues recovered on vehicle crashes come from insurance payments.

Severity	Number of Incidents	Collection per Incident	Collections (Total)	Insurance Payments	Private Payments
Unbilled	1	0	0	0	0
"Minor"	27	221.33	5,895.00	5,174.00	719.00
"Moderate"	73	371.29	27,143.00	23,828.00	3,314.00
"Major"	7	1160.18	8,428.00	7,398.00	1,029.00
TOTAL	214	193.76	\$41,465.00	\$36,402.00	\$5,062.00

Potential Revenue

\$60,000 annually for the Revenue Rescue-Intermedix recommended template

Gross Collections	Vehicle Crashes	\$40,000
	Vehicle Fires	\$ 4,000
	Structure Fires	<u>\$16,000</u>
	TOTAL	\$60,000

- Projected collection rates would be almost \$200.00 per incident.
- The amounts reflect our estimates of gross collections and do not account for service fees.
- Depending on the percentage of incidents actually billed out, there may be some volatility in the potential totals. However, the amount collected per incident should remain fairly stable.



ESBC
EMERGENCY SERVICES
BILLING CORPORATION

Fire Department: _____	Authorized Representative: _____
Date: _____	Printed Name & Title: _____

FIRE DEPARTMENT GUIDELINE SHEET

I. GENERAL COLLECTION PREFERENCE (choose one for each category):

→ FULL: ESBC will attempt to collect the entire amount due from the individual, through their existing insurance policy if possible, including use of a collection agency.

→ PARTIAL: ESBC will primarily attempt to collect from insurance. If applicable insurance only pays a portion of the amount due, or if insurance does not apply, ESBC will attempt to collect from the individual, but *not* send the account to a collection agency.

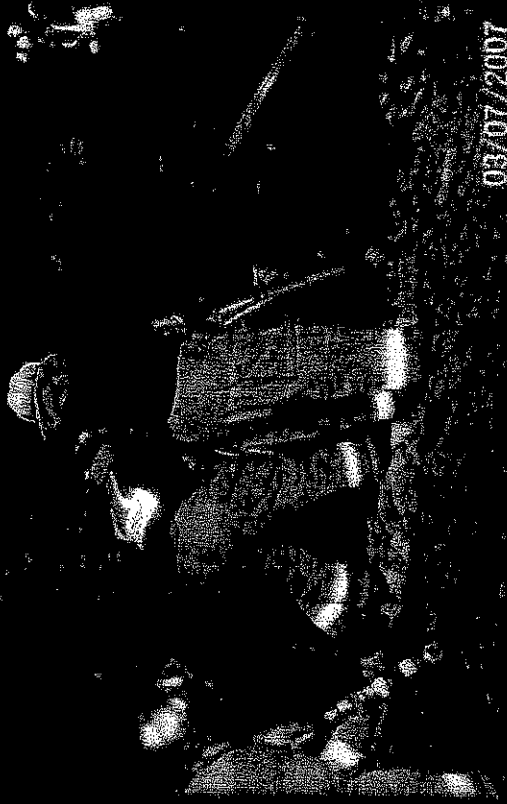
→ INSURANCE ONLY: ESBC will attempt to collect from any existing insurance policy. If insurance does not apply, or if the individual does not have insurance, ESBC will close the account.

	NON-AUTO RESPONSES	AUTO RESPONSES
FULL	<input type="checkbox"/>	<input type="checkbox"/>
PARTIAL	<input type="checkbox"/>	<input type="checkbox"/>
INSURANCE ONLY	<input type="checkbox"/>	<input type="checkbox"/>

II. PRE-AUTHORIZED SETTLEMENT AUTHORITY (choose one):

While ESBC will make every attempt to collect the entire amount due, it is sometimes in the Fire Department's interest to settle the account for less than the entire amount (e.g. "there is a limit to insurance coverage", "there is no insurance coverage", etc.). This provides ESBC the authority to settle accounts for less than the entire amount due without contacting you on each individual offer, as long as the offer is within the scope you choose below. "Settlement authority" percentage ranges are with respect to the total initial amount billed by ESBC pursuant to the "Billing Services Agreement" and will include administrative fees due to ESBC. In the event bills require adjustments due to clerical error or the inclusion of items which are not legally billable, the total initial amount billed will reflect these adjustments.

- ☐ Full Settlement Authority (1% - 99%)
- ☐ Partial Settlement Authority (50% - 99%)
- ☐ Restricted Settlement Authority (75% - 99%)



RESCUE YOUR COSTS

Presented to: Gloucester Fire
7-7-10
ESBC, All Rights Reserved

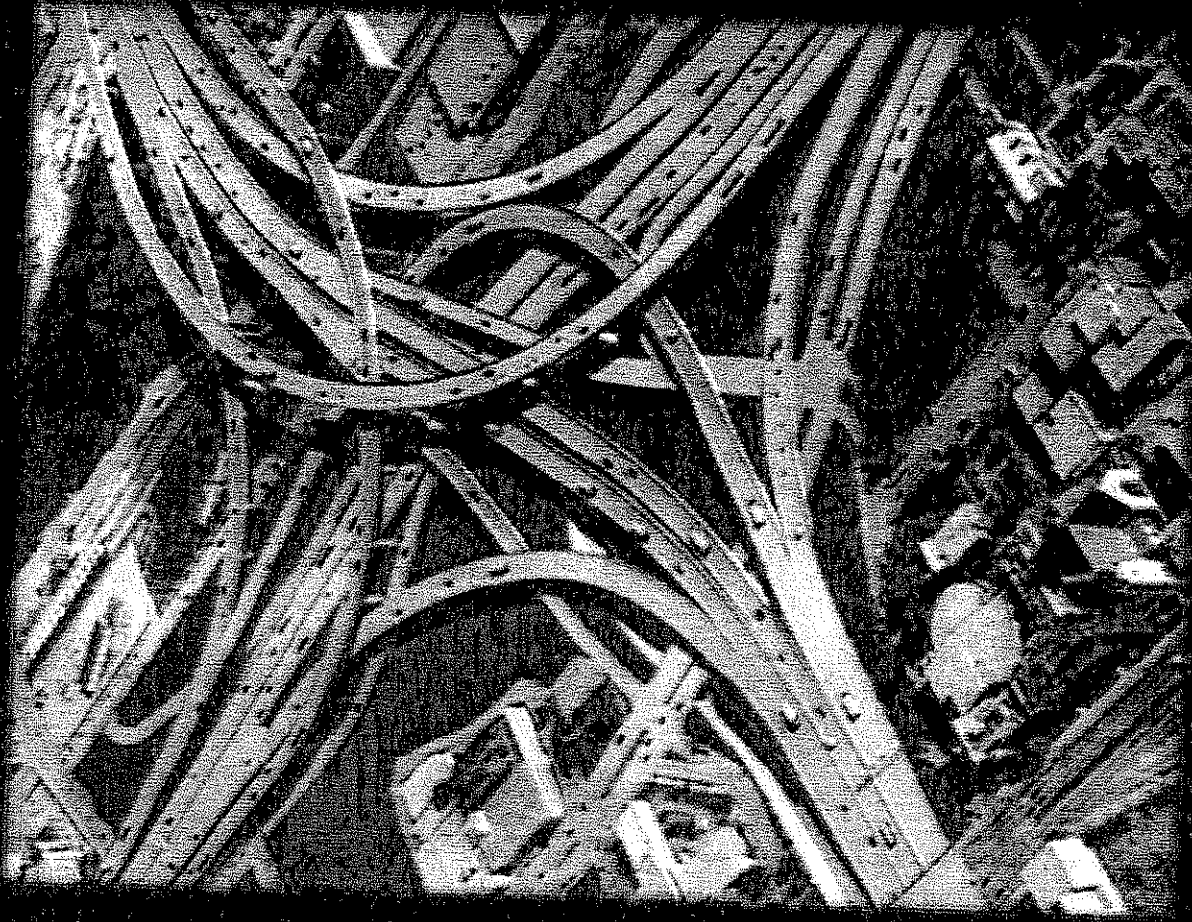
History

When fire services began, law was passed to protect local tax paying citizens and their structural property. Today there are new duties associated with emergency services. Many of those duties revolve around transportation.

Purpose

Departments across the country are experiencing budget drains, cuts and additional expenses.

Until recently, departments believed they were reliant only on tax increases, grants, and fundraising to balance financial needs. Departments across the nation are now realizing the benefit of directly recovering expenses through MVA & other responses.

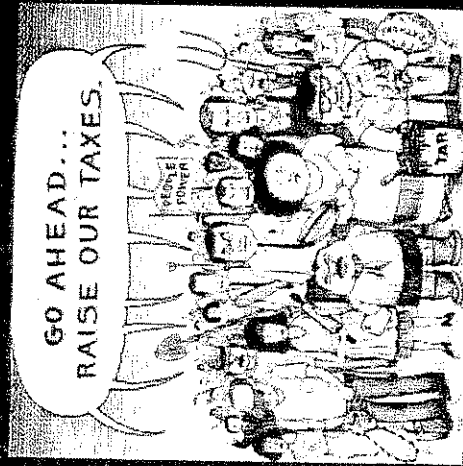


AUTOMOBILES & US ROADWAYS

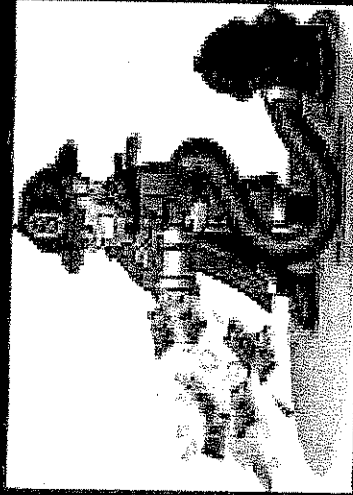
1. Rural towns see an increased amount of traffic
 - a) Therefore there is an increased amount of MVA accidents
2. Interstates and Highways are created in place of State Roads
 - a) More lanes of traffic and higher rates of speed
 - Resulting in larger and more costly responses
3. Travel by roadway continues to increase
4. MVA accidents continue to increase with each decade
5. Semi truck transportation has increased each decade
 - a) Semi accidents tend to be larger and more budget exhausting than personal automobiles
6. Structure fires are down as technology and construction standards improve

The evolution of US roadways created an array of routes for local, regional and interstate travel. Because of this our FD and Departments alike must now familiarize ourselves with different types of transport vehicles, chemicals, and even public transportation (Personal Auto, 18-wheeler, Hybrid vehicles, Vehicles of tomorrow, etc). Not only does our department need adequate training we continuously need additional equipment. With passing of time and increase of services, our fire department has been stricken with many more expenses without increased tax revenue. The greater duties stemming from MVA responses are coming at the expense of every Gloucester citizen through taxes. Via auto owners insurance premiums, they are also paying for fire service coverage, yet we are not pursuing these reimbursable insurance funds.

Tax Money



Fire Department



MVA Response

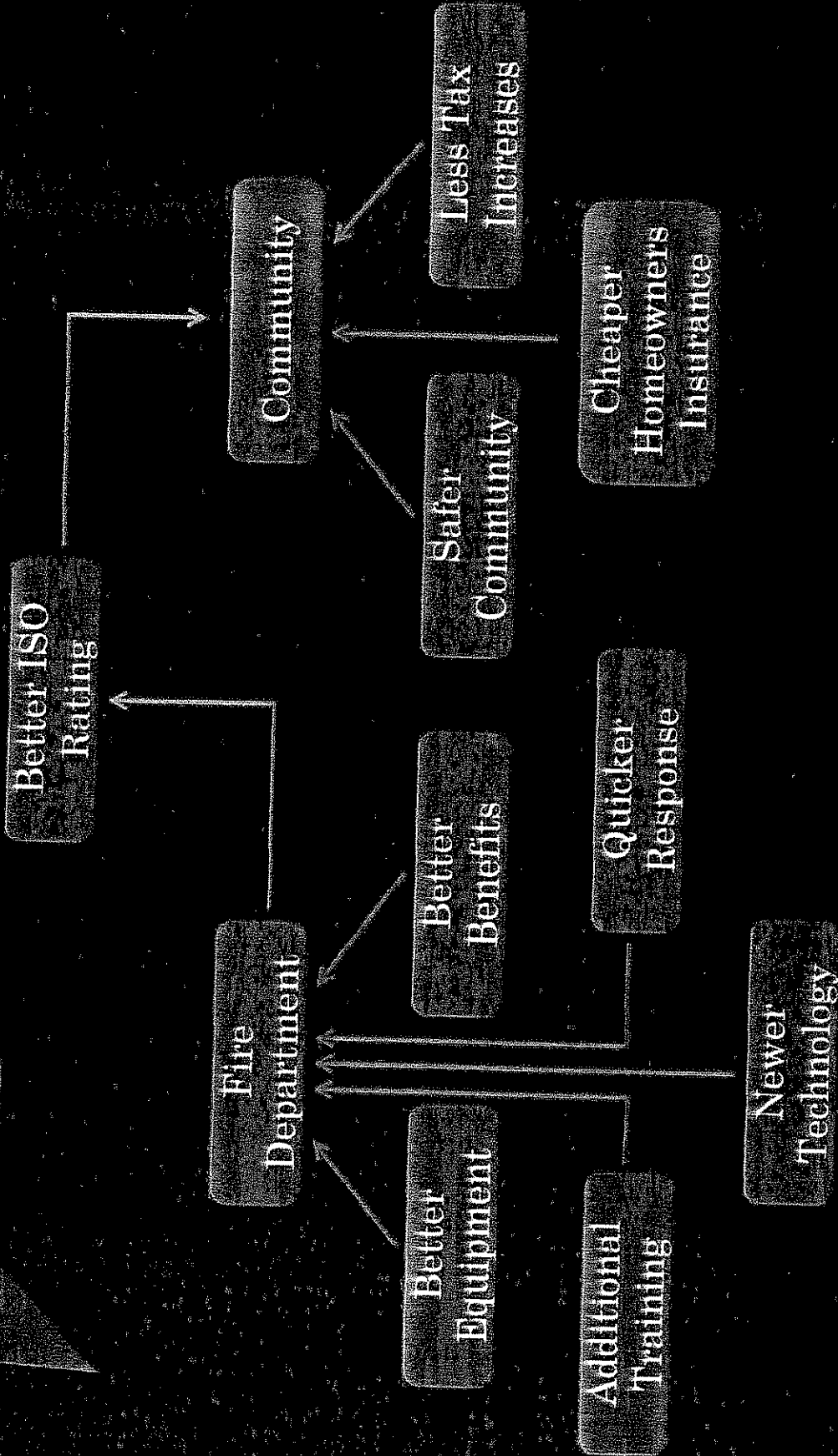


TAX-PAYER RESPONSIBILITY

Tax dollars are utilized to ensure that the best services are available to the citizens of our community. When that money is spent on MVA responses, tax paying citizens suffer. Their initial tax investment for property protection in FD equipment has been depleted and the opportunity for newer equipment and new technology has now been sacrificed at the expense of increased maintenance costs and other response related costs due to MVA responses.

Don't forget that about 40-50% of our accidents are from non tax-paying citizens

WHAT BILLING CAN DO FOR GLOUCESTER



ESBC's Stance on Billing

ESBC provides professional cost recovery services for fire and rescue efforts. ESBC believes that the cost of providing emergency services (especially MVA's and Structure Fires) should **NOT** be borne solely by the local tax payer, but shared among the insurance companies that collect insurance premiums for such costs.

Goals/Objectives

1. Establish a clear method of recovering "business costs" that best meet the needs of our department and community
2. Recover cost for services provided as allowed by local ordinance and federal law
3. Supply additional funding to maintain equipment, technology, and training standards
4. Reduce the dependency on tax revenues and tax increases to our community

About ESBC

ESBC was founded by a consulting firm of professionals holding degrees in business administration, finance, accounting, engineering, mathematics, and law. ESBC's early concept was to market its service to volunteer fire departments directly and to broaden its regional presence by marketing to persons attending national fire conventions.

Experience

Collectively, ESBC's founders have the following relevant experience:

- ✓ *Over 75 years of insurance claims adjusting*
- ✓ *Over 25 years in collections*
- ✓ *Over 10 years as trial lawyers*
- ✓ *Over 2 years as insurance defense attorneys*

The founding consulting firm is a multi-million dollar corporation and have been doing business for nearly two decades. This provides great financial strength and resources.

References

When ESBC began, the immediate need for their service was evident in the hearts of Americas Vol. Fire Departments, many of which are already "running" on bought time. These departments are the fire service lifeblood of the Midwest, which happens to be where they are headquartered. Since many volunteers survive on old equipment, monthly fundraisers, and volunteered service, one can imagine the direct need of additional funding for day to day operations. As such we offer dozens of volunteer departments that speak highly about our services and success for their respective departments.

Most Career Departments differ in that they are supported greatly by tax revenues. Larger departments are only now beginning to see the need/value in cost recovery of their business costs. ESBC recently began marketing toward these larger departments via its presence at national fire conventions. As a result we are meeting larger cities that have shown interest and are currently working with those cities to implement a billing program for their community.

Frequently Asked Questions

Q: Are we allowed to bill for our service?

A: Yes. There has been an ongoing misconception that career, combination and volunteer departments cannot bill for their service. This stems in part from confusing the difference between making a profit and recovering the "business costs" needed to continue operations.

Q: What additional paperwork is required to bill for services?

A: One great thing about ESBC's program is that only one report is necessary for each billable run. The report takes only minutes per run to complete, which is a great return for your time investment considering an average MVA run that averages about a \$1000.

Q: Will the money from this program go into the general fund?

A: ESBC believes the purpose of a cost recovery program and it's intent is to put money directly back into the fire department to replace, repair, maintain, and continue fire services for the community.

Q: How would billing help our budget?

A: Recovering our business costs allows us to more frequently replace the equipment & materials, provide more extensive training, and even allow for the purchase of new technology as it becomes available. Additionally, by becoming more financially sound, our department will have all the "tools" necessary to continue to provide our community the high level of service they deserve.

Claims Handling

Insurance companies have offices across the country. ESBC work with whichever office a claim is being processed from. As such, location plays no factor in their ability to handle claims on our behalf.

Collections

ESBC is able to meet the needs of any community or fire department. In doing so, they work with departments to construct a method for handling claims that are tailored to each department's needs and philosophy. Departments choose between types of claims (MVA's, Structures, False Alarms, etc.), insurance only vs. uninsured, and even in the pursuit of collections (soft billing, use of collections company, and even legal interaction). One ESBC philosophy carries through for all departments: **Is the continuous pursuit of claims until every claim is collected in full.** Department may monitor the status of all claims through ESBC's monthly reporting system.

- ☐ **ESBC "Run Submission Form"** – This is completed with each response. The form outlines the necessary information needed to generate and collect an invoice.
- ☐ **Police Report** – This is not always necessary, but is preferred.

Submission Methods

ESBC accepts "Run Submission Forms" and other documents by fax, mail, and/or electronic submission. Ideally ESBC likes to have the runs within a couple days, but all information should be submitted within 30 days to assure maximum results.

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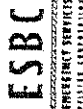
Many states require the following to begin recovering business costs for responses:

- ## ESBC Requirements:

- ✓ Sign ESBC Agreement & establish a method of billing
- ✓ Supply ESBC a copy of the local authorization

- ✓ Outlines the duties of ESBC

- ✓ Outlines the duties of the Fire Department
- ✓ Provides ESBC the power to act as an agent on behalf of the Fire Department
- ✓ Does not commit a department to any length of service



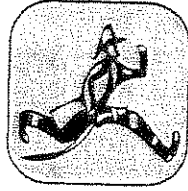
BILLING SERVICES AGREEMENT

THE RECEIVED stamp has date of 200 by and between Principal Secretary
Billing (computer department) "PSB" and
"PSB" Department and subject to the internal revenue and taxation department that the
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3. *Cost-Effectiveness*—It is important that the health care system be able to meet the needs of the community in a cost-effective manner. The health care system must be able to provide the same level of care at a lower cost than the current system. This can be achieved by reducing the cost of the health care system, by increasing the efficiency of the health care system, or by both. The health care system must be able to provide the same level of care at a lower cost than the current system. This can be achieved by reducing the cost of the health care system, by increasing the efficiency of the health care system, or by both.

[illegible]



ESBC

EMERGENCY SERVICES
BILLING CORPORATION

BILLING SERVICES AGREEMENT

THIS AGREEMENT, entered into this ____ day of _____, 2010, by and between **Emergency Services Billing Corporation** (hereinafter "ESBC") and the _____ (hereinafter "Fire Department"), and subject to the mutual covenants and conditions contained herein, memorializes that the parties agree as follows:

1. Duties of ESBC. ESBC, having a background in billing insurance companies and individuals for monetary reimbursement due, agrees to provide billing services to the Fire Department for compensation as agreed herein. ESBC agrees to devote its best efforts in billing the accounts forwarded to it by the Fire Department in a professional, diligent, and ethical manner; however, the parties understand that ESBC does not guarantee 100% recovery of the amounts due on the accounts forwarded to it by the Fire Department. When pursuing reimbursement for the Fire Department, ESBC will assess charges for the following: All costs of preparing invoices, locating owners and/or operators of vehicles or structures and any applicable insurance coverage, processing payments, maintaining files, disbursing payments to fire departments, communicating with insurance adjusters, researching statutory laws and case law, reviewing insurance policies, providing additional requested information related to the fire department response, obtaining such information from the fire department, purchasing and maintaining necessary equipment to communicate with fire departments, and any additional charges deemed necessary or beneficial to progress payment of the bill. These charges will be grouped together under the heading of "Indirect Overhead" or "Administrative Fee", and will be assessed in addition to the fire department charges in the amount of thirty five percent (35%) fee.

ESBC will deduct a ten percent (10%) fee for any structure fire responses when a policy limit payment is made and twenty two and a half percent (22.5%) fee for all other policy limit payments. For every claim, ESBC shall make every effort to add the indirect overhead to the amount owed to the Fire Department, said charges to be paid by the individual and/or company being billed on the account. In the event it is not possible for ESBC to collect indirect overhead *in addition to* the amount owed to the Fire Department, the indirect overhead in the amount of (22.5%) shall be deducted from the amount received. Upon receipt of payment, ESBC shall retain the indirect overhead in the amount of (22.5%) and remit the balance to the Fire Department.

Court Costs. It is understood that collections through a court system shall be utilized when necessary under the specific circumstances of an individual case. In the event ESBC determines such legal action is necessary, ESBC shall bear any costs of litigation and shall be entitled to collect attorney fees and court costs when granted.

2. Duties of the Fire Department. The Fire Department desires to have ESBC provide its expertise and services, and agrees to forward 100% of the Fire Department's responses appropriate for billing to ESBC. As such, the Fire Department agrees to cooperate with the ESBC in providing: all requested documentation; account and insurance information; witnesses for trial or hearings, if needed; and all other relevant items which may be requested by ESBC. The Fire Department will immediately notify ESBC whenever any notice of bankruptcy is received by the Fire Department on a referred account, and agrees to ESBC having exclusive authority to handle all billing, collection, and/or

settlement, on accounts forwarded to ESBC for the duration of this Agreement. The Fire Department understands and agrees that, ESBC will work with the Fire Department in setting up billing practice and procedure, including gaining any needed approvals, however, ESBC is a third party in this respect and required approval by any governing body is ultimately the responsibility of the Fire Department. It is understood that ESBC's policy is to bill out under the highest authoritative law.

In the event that a payor sends payment or correspondence directly to the fire department instead of to ESBC, the fire department agrees to forward such payments or correspondence, without delay, to ESBC for processing under the terms of this agreement.

3. Endorsement Authority. Monies received by ESBC will be deposited in ESBC's Trust Account. ESBC shall have the limited authority to endorse billing payments received for the Fire Department for the purpose of depositing the same in an ESBC financial account and/or Trust Account. The Fire Department's portion of any payments received to be dispersed thereafter under the terms of this Agreement.

4. Accounting and Disbursement. ESBC will maintain updated records of all accounts forwarded by the Fire Department. Disbursements of funds to the Fire Department shall be made monthly for payments received the month prior. Payment from ESBC to the Fire Department shall be remitted as a batch payment accompanied by detail of each claim and amount paid. All personal and business checks will be held by ESBC a minimum of ten (10) working days from the date of deposit to insure the existence of funds in the payor's account.

5. Termination. This Agreement may be terminated for any reason by either party upon thirty (30) days written notice. If required, ESBC shall be entitled to an additional thirty (30) days to prepare a final status report of the outstanding accounts. ESBC shall be entitled to the indirect overhead for those accounts paying as agreed, or upon which, regardless of manner, payout is expected, whether or not the payments have begun, on all accounts forwarded to it by the Fire Department prior to the date of termination. ESBC may continue to collect these accounts and provide an accounting to the Fire Department of sums received under the terms of this Agreement. Upon termination of this Agreement, payments under paragraph #4 (Accounting and Disbursement) shall cease, however, ESBC shall be entitled to indirect overhead on all payments received by ESBC, or the Fire Department, thereafter, on all accounts submitted to ESBC prior to the date of termination.

6. Entire Agreement. This Agreement contains the entire agreement of the parties. No other promises, warranties, or conditions exist in any other agreement, no matter whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties. Failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of either party's right to subsequently enforce and compel strict compliance with all provisions of this Agreement.

7. Amendments. This Agreement may be modified or amended only in writing and must be signed by both parties to be valid and/or enforceable.

8. Severability. In the event any portion of this Agreement is determined to be unenforceable by any Court of competent jurisdiction, the same shall not affect the enforceability of the remaining provisions. If any Court of competent jurisdiction finds any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

9. Applicable Law & Venue. This Agreement shall be interpreted pursuant to the laws of the State of Indiana, and the parties hereto each waive trial by jury and agree that the Courts of Boone County, Indiana, shall be proper and exclusive courts of jurisdiction and venue.

10. Disclaimer. Fire Department understands ESBC is not acting as the Fire Department's legal counsel in any manner. While ESBC, based on its prior experience, may consult with the Fire Department regarding legal matters in an effort to set up billing procedures for the Fire Department, the Fire Department understands and agrees that ESBC suggests the Fire Department seek independent legal consultation with a qualified professional admitted to practice, and/or analyze, law for the state in which the Fire Department operates. ESBC is not responsible for, nor provides any guarantee or warranty (be it express or implied) regarding, the Fire Department's compliance with the specific legal requirements of the Fire Department's state and/or local laws. While ESBC attempts to assist the Fire Department in maintaining compliance, the Fire Department understands and agrees to accept ultimate responsibility for understanding said compliance.

11. Waiver. Fire Department waives receipt of invoices, letters, billing documents, correspondence to or from insurance companies, and any other documents relative to billing and/or collection activities.

12. Notices. Any notices given pursuant to this Agreement shall be in writing and deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, and addressed as follows:

If to ESBC: EMERGENCY SERVICES BILLING CORP.
PO Box 247
Brownsburg, Indiana 46112

If to Fire Department: _____

Such addresses may be changed by either party by providing, at least, thirty (30) days written notice to the other in the manner set forth above.

All of which is covenanted and agreed to, as of the date above written, by the parties:

Authorized Fire Department Representative

EMERGENCY SERVICES BILLING CORP.

Printed Name & Title

Printed Name & Title

AN ORDINANCE AMENDING THE OFFICIAL CODE
OF THE CITY OF SAN ANGELO, TEXAS, BY
ADDING ARTICLE 6.300 ENTITLED "FIRE AND
RESCUE SERVICE FEES" ESTABLISHING FEES
FOR SERVICES RENDERED AT VEHICLE FIRES,
VEHICLE ACCIDENTS, HAZARDOUS WASTE
SPILLS AND RESCUE INCIDENTS; PROVIDING
FOR SEVERABILITY AND PROVIDING FOR AN
EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY OF SAN ANGELO:

1) THAT, Chapter 6 of the Code of Ordinances of the City of San Angelo, Texas, is hereby amended by adding Article 6.300, Section 6.301, to read as follows:

ARTICLE 6.300 - FIRE AND RESCUE SERVICE FEES

Sec. 6.301 Services and Fees

The City of San Angelo shall assess and collect fees for certain services rendered by the Fire Department. The fees for use of equipment and supplies set out in the Appendix of the Code shall be assessed and collected when such equipment and/or supplies are used in connection with the following events or incidents:

1. Vehicle fires,
2. Vehicle accidents,
3. Hazardous material spills or releases, and
4. Rescues or rescue attempts at low water crossings.

2) THAT, the following severability clause is adopted with this ordinance:

SEVERABILITY:

That the terms and provisions of this Ordinance shall be deemed to be severable in that if any portion of this Ordinance shall be declared to be invalid, the same shall not affect the validity of the other provisions of this Ordinance.

3) THAT, this Ordinance shall be effective on, from and after the date of adoption.

January 20, 2004

Vol. 96

AN ORDINANCE AMENDING APPENDIX A OF THE
SAN ANGELO CODE OF ORDINANCES BY
ADDING ARTICLE 11.000 ENTITLED "FIRE AND
RESCUE SERVICES FEES" TO ADD FEES FOR
CERTAIN FIRE AND RESCUE SERVICES;
PROVIDING FOR SEVERABILITY; AND PROVIDING
FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY OF SAN ANGELO:

1) THAT, Appendix A shall be amended by adding Article 11.000, Section 11.100 to read as follows:

See attached Exhibit "A" which is incorporated herein by reference for all purposes.

2) THAT, the following severability clause is adopted with this amendment:

SEVERABILITY:

That the terms and provisions of this Ordinance shall be deemed to be severable in that if any portion of this Ordinance shall be declared to be invalid, the same shall not affect the validity of the other provisions of this Ordinance.

3) THAT, this Ordinance shall be effective on, from and after the date of adoption.

INTRODUCED on the 6th day of January, 2004, and finally
PASSED, APPROVED and ADOPTED on this the 20th day of January,
2004.

CITY OF SAN ANGELO

ATTEST:

Kathy Keane
Kathy Keane, City Clerk

BY:

Devin Bates
Devin Bates, Mayor Pro-
Tempore

Exhibit "A"

ARTICLE 11.000 - FIRE AND RESCUE SERVICES FEES

Sec. 11.100 Service Fees

The following fees shall be assessed and collected for the use of equipment and supplies as specified in Article 6.300 of this Code.

VEHICLES		
Vehicle Type	Apparatus	Price
1	Class A Engine	\$500.00
1	Aerial	\$500.00
2	Rescue (Heavy)	\$600.00
3	Brush Truck	\$400.00
4	Command Car/Truck	\$200.00
1	Ladder 1 (L-1)	\$500.00
1	Engine 2 (E-2)	\$500.00
1	Engine 3 (E-3)	\$500.00
1	Engine 4 (E-4)	\$500.00
1	Engine 5 (E-5)	\$500.00
1	Engine 6 (E-6)	\$500.00
1	Engine 7 (E-7)	\$500.00
1	Reserve 21 (R-21)	\$500.00
1	Reserve 22 (R-22)	\$500.00
1	Reserve 23 (R-23)	\$500.00
2	Rescue 1 (R-1)	\$600.00
3	Brush 1 (Brsh-1)	\$400.00
4	Battalion Chief (Batt-1)	\$200.00

HAND TOOLS	
Tool	Price
Flathead Axe	\$17.00
Pickhead Axe	\$17.00
Long Pike Pole	\$17.00
Sheetrock Pike Pole	\$17.00
Short Pike Pole	\$17.00
Pry Axe	\$17.00
Hooligan Tool	\$17.00
Bolt Cutters	\$17.00
Pry Bar	\$17.00
Fire Rake	\$17.00
Shovels	\$17.00
Scoops	\$17.00
Brooms	\$12.00
All Hand Tools	\$12.00

January 20, 2004

Vol. 96

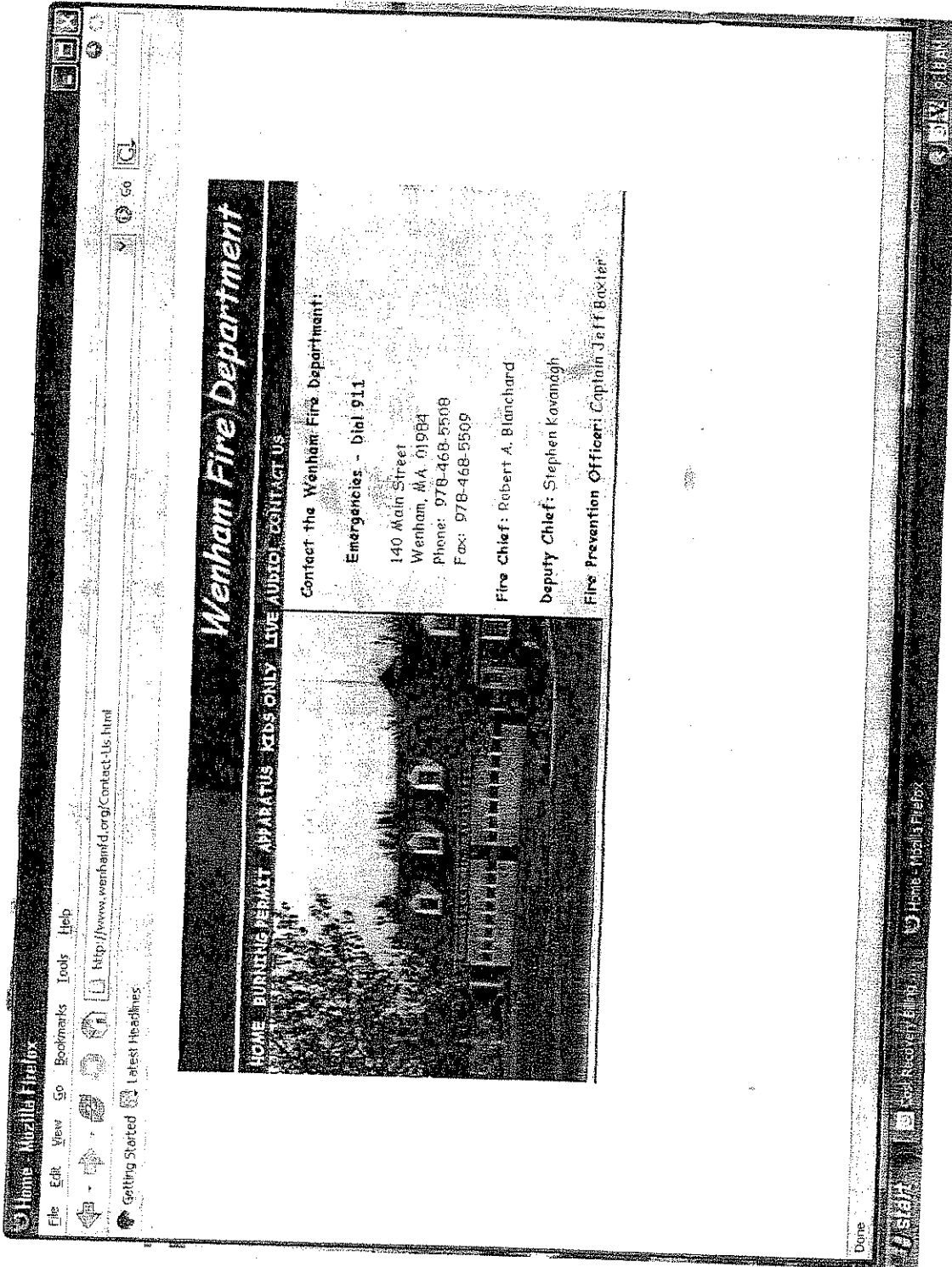
FIRE EQUIPMENT	
Tool	Price
Foam Nozzle	\$55.00
Foam Eductor	\$50.00
AFFF Foam – Per Gallon	\$40.00
Class A Foam – Per Gallon	\$25.00
Piercing Nozzle	\$40.00
M/S Fog Nozzle	\$55.00
M/S Straight Bore Nozzle	\$30.00
Salvage Cover	\$28.00
SCBA Pack	\$85.00
Hall Runner	\$18.00
Portable Tank	\$75.00
PPV Fan – Per Hour	\$55.00
Generator, Portable – Per Hour	\$55.00
Generator – Per Hour	\$55.00
Chain Saw – Per Hour	\$45.00
Water Extinguisher	\$22.00
Dry Chemical Extinguisher	\$45.00
CO ₂ Extinguisher	\$45.00
Scene Lights	\$22.00
Portable Pump – Per Hour	\$95.00
Float Pump – Per Hour	\$65.00
Water Vests	\$30.00
Thermal Imaging Camera	\$75.00
Heat Detection Gun	\$75.00
SAWZALL	\$55.00

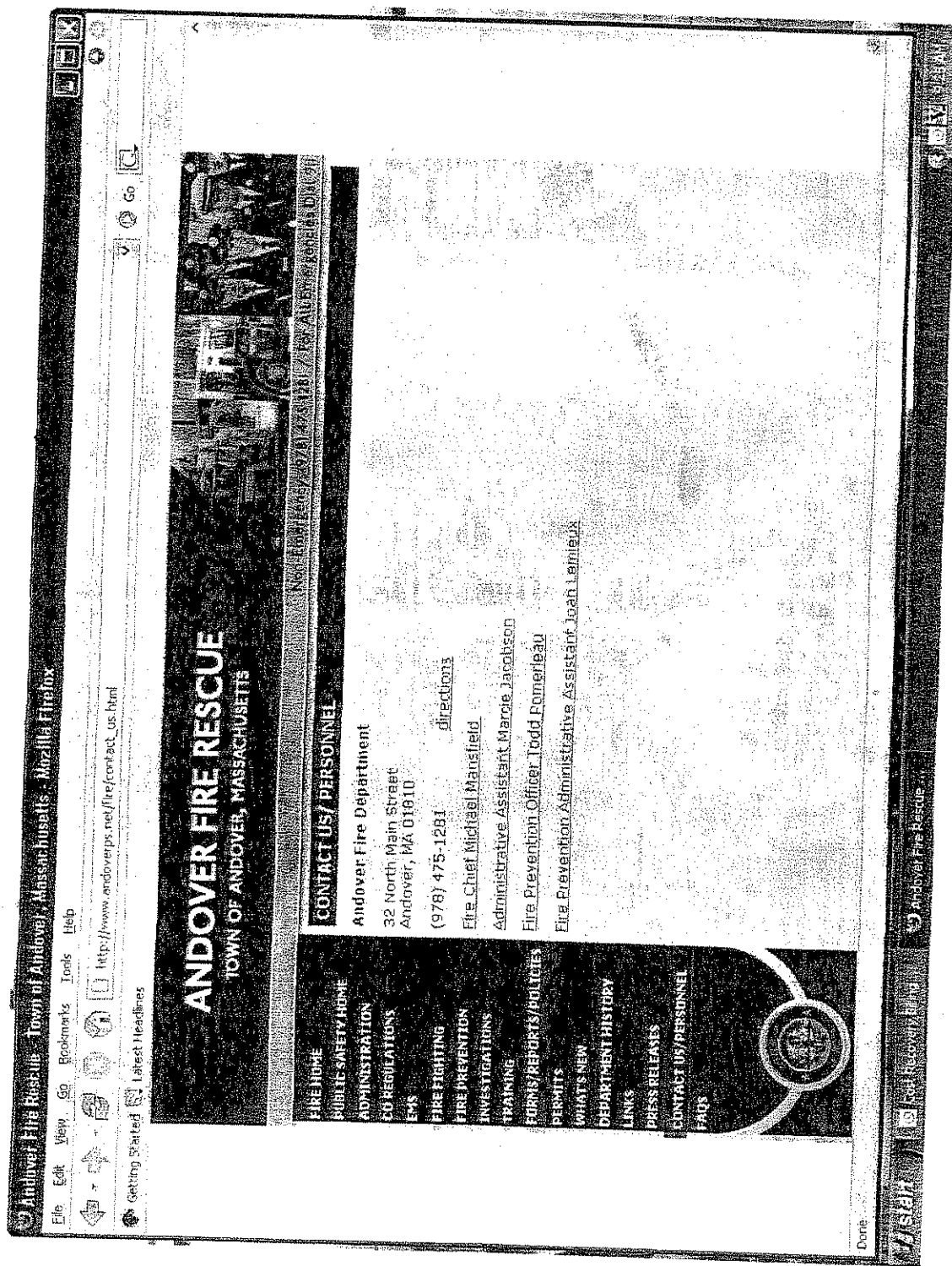
HAZARDOUS MATERIAL EQUIPMENT	
Supplies/Service	Price
Absorbent – Per Bag	\$17.00
Absorbent Booms	\$40.00
Top Sol	\$35.00
Disposable Coveralls	\$30.00
Neoprene Gloves	\$20.00
Latex Gloves	\$6.00
Over Boots	\$25.00
Disposable Goggles	\$15.00
Gas Plug Kit	\$50.00
Plug and Dike	\$65.00
Drum Liners	\$10.00
Barricade Tape	\$22.00
Poly Sheeting	\$55.00
Removal of Hazardous Material	\$150.00

Annex H (Re: Page 25)
January 20, 2004

Disposal of Hazardous Material	\$150.00
Gas Multi Meter	\$85.00
CO ₂ Meter	\$85.00
Terrazyme	\$70.00
Microblaze - Per Quart	\$10.00
Microblaze - Per 5 Gallons	\$150.00

RESCUE EQUIPMENT	
Tool	Price
Spreaders	\$250.00
Cutters	\$250.00
Rams	\$250.00
Air Bags	\$250.00
K-12 Saw	\$55.00
Target Saw	\$55.00
Ajax Tool	\$25.00
K-Tool	\$25.00
Windshield Tool	\$15.00
Rescue Blanket	\$32.00
Rope	\$25.00





Andover Fire Rescue - Town of Andover, Massachusetts - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.andoverps.net/fire/contact_us.html

Getting Started Latest Headlines

ANDOVER FIRE RESCUE

TOWN OF ANDOVER, MASSACHUSETTS

- FIRE HOME
- PUBLIC SAFETY/HOME ADMINISTRATION
- CO REGULATIONS
- EMS
- FIRE FIGHTING
- FIRE PREVENTION
- INVESTIGATIONS
- TRAINING
- FORMS/REPORTS/POLICIES
- PERMITS
- WHAT'S NEW
- DEPARTMENT HISTORY
- LINKS
- PRESS RELEASES
- CONTACT US/PERSONNEL
- FAQS

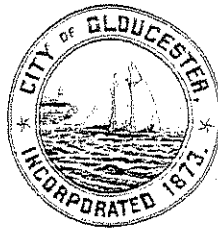
CONTACT US/ PERSONNEL

Andover Fire Department
32 North Main Street
Andover, MA 01810
(978) 475-1281
Fire Chief Michael Mansfield
Administrative Assistant Margie Jacobson
Fire Prevention Officer Todd Fomerleau
Fire Prevention Administrative Assistant Joan Lemieux

Done

Andover Fire Rescue

City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

January 4, 2011


Ms. Kristen Michel
864 Washington Street
Gloucester, MA 01930

Dear Kristen:

I am pleased to appoint you to the **Newell Stadium Building Committee**. Please report to the City Clerk's Office at your earliest convenience to pick up your appointment card (copy enclosed) and be sworn in.

Thank you for agreeing to serve on the Newell Stadium Building Committee. We look forward to working with you and your colleagues.

Sincerely,


Carolyn A. Kirk
Mayor

Enclosure
CAK/c

EFFECTIVE JANUARY 4, 2011

The City of Gloucester, Massachusetts

Dear Kristen Michel, 864 Washington Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you
to the NEWELL STADIUM BUILDING COMMITTEE of the City of
Gloucester, Massachusetts

Term to expire 12/31/2011

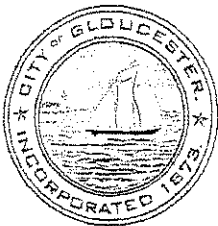
Respectfully,

Andrew G. Fink
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting
under this appointment.

Sworn in _____ By: _____

U



CITY OF GLOUCESTER
Newell Stadium Building Committee

Mike Carrigan, Chair
Dick Wilson, GFAA Liaison
Steve Curcuro, Ward 3 City Councillor
James Duggan, Mayor's Office
William Goodwin, Gloucester High School
Mark Cole, William Sanborn, Joe Guzzo, City Staff

November 30, 2010

Mayor Carolyn Kirk
9 Dale Avenue
Gloucester MA 01930

Re: Newell Building Committee
Request to Appoint Kristin Michel

Honorable Mayor Kirk:

The newly appointed Newell Stadium Building Committee respectfully requests that you appoint Kristin Michel of 864 Washington Street, Gloucester to our committee. Ms. Michel has past experience on the School Building Committee that helped oversee the acquisition and installation of portable classrooms. The Committee voted 6-0 at its last meeting in favor of a motion requesting Ms. Michel's appointment.

Thank you for your consideration.

Michael Carrigan, Chair

Section 5-5. City Building Committee.

(a) *Composition, Mode of Selection, Term of Office* — Whenever an architect, or designer, is engaged by the city a city building committee shall be established for that project which shall consist of seven members appointed by the mayor for terms of three years each so arranged that the term of office of as nearly an equal number as is possible shall expire each year, provided however, that upon the completion of any project for which a committee is appointed under this section the terms of all members shall be terminated and the committee dissolved. In making his appointments to the committee the mayor shall assure representation from the following fields: the construction industry, the building trades, the municipal agency which will be responsible for the facility upon its completion, a person familiar with the use of such facilities in general, and three representatives of the public at large.

§ 5-5

GLOUCESTER CODE

(b) *Powers and Duties* — The committee shall be the representative of the city in all dealings with the architect including but not limited to the following: preparation of all bidding documents; supervision of public bidding process; award of contract to successful bidder; compliance with the program and time requirements of the city; evaluation of the quality, appropriateness and functional attributes of the architect's solution or proposal; periodic meetings with the architect and builder to assure compliance as the project moves forward; review of all change orders during the construction phase; and all other powers and duties as are necessary and appropriate.

(Referendum of 11-5-85)

MOTION: On motion by Councilor Mulcahey, seconded by Councilor Tobey, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend to the City Council the appointment of Hans Pundt to the Gloucester Cultural Council, TTE 02/14/2013.

MOTION: On motion by Councilor Theken, seconded by Councilor Mulcahey, the City Council voted 9 in favor, 0 opposed to appoint Hans Pundt to the Gloucester Cultural Council, TTE 02/14/2013.

Board of Registrars

TTE 02/14/2013

Judith A. Peterson

MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council the appointment of Judith A. Peterson to the Board of Registrars, TTE 02/14/2013.

Councilor Whynott noted Ms. Peterson's tenure of 17 years in the City Clerk's office as a valuable employee and endorsed her appointment.

Councilor Hardy also endorsed Ms. Peterson's appointment.

MOTION: On motion by Councilor Curcuru, seconded by Councilor Hardy, the City Council voted 9 in favor, 0 opposed to appoint Judith A. Peterson to the Board of Registrars, TTE 02/14/2013.

Newell Stadium Building Committee: Mark Cole, Bill Sanborn, Joe Guzzo, Dr. Bill Goodwin, J.D. MacEachern, Mike Carrigan, Dick Wilson

Jim Duggan, CAO requested that the appointments to the Newell Stadium Building Committee be amended; that there should be three at-large members. Currently only two were appointed. He asked the Council to withdraw the name of City employee, J.D. MacEachern. The Administration would bring forward, through the Mayor's Report, a proposal of a new at-large member. He also gave the Council the terms of expiration which are now staggered per the City Charter Sec. 5-5.

MOTION: On motion by Councilor Tobey, seconded by Councilor Mulcahey, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend to the City Council the appointment of Mark Cole, Bill Sanborn, Joe Guzzo, Dr. Bill Goodwin, J.D. MacEachern, Mike Carrigan, and Dick Wilson to the Newell Stadium Building Committee, with terms of expiration to be determined by the November 9, 2010 City Council meeting pursuant to the City Charter Section 5-5.

MOTION: On motion by Councilor Theken, seconded by Councilor Tobey, the City Council voted 9 in favor, 0 opposed to appoint Dr. Bill Goodwin to the Newell Stadium Building Committee, TTE 11/2011.

MOTION: On motion by Councilor Theken, seconded by Councilor Tobey, the City Council voted 9 in favor, 0 opposed to appoint Joe Guzzo and Dick Wilson to the Newell Stadium Building Committee, TTE 11/2012.

MOTION: On motion by Councilor Theken, seconded by Councilor Tobey, the City Council voted 9 in favor, 0 opposed to appoint Mark Cole, Mike Carrigan, and Bill Sanborn to the Newell Stadium building Committee, TTE 11/2013.

~~Presentations:~~

City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

January 4, 2011

Mr. Eric Schoonover
P.O. Box 1245
Gloucester, MA 01931

Dear Mr. Schoonover:

Thank you for your interest in serving on the **Committee for the Arts**. I have issued you a 90-day temporary appointment to serve on this committee which will enable you to attend and vote at meetings. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card (*copy enclosed*) and be sworn in.

Your appointment will be forwarded to the City Council for their January 11, 2011 meeting and will be referred out to the Ordinance and Administration subcommittee. You will be contacted by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

Should you have any questions or if you require additional information, please do not hesitate to contact my office.

Again, thank you for agreeing to serve on the Committee for the Arts. I truly appreciate the hard work and dedication you and your colleagues on this important committee offer on behalf of the City of Gloucester.

Sincerely,

Carolyn A. Kirk
Mayor

cc: Mayor's Report to the City Council
Judith Hoglander, Chair-Committee for the Arts

Enclosure
CAK/c

Christine Pantano

From: Carolyn Kirk [ckirk@gloucester-ma.gov]
Sent: Wednesday, December 22, 2010 9:01 AM
To: 'Chris Pantano'
Subject: FW: Appointment, Committee on the Arts

From: Eric Schoonover [mailto:tuva@verizon.net]
Sent: Wednesday, December 22, 2010 8:42 AM
To: Carolyn Kirk
Cc: judith@nii.net
Subject: Appointment, Committee on the Arts

Dear Mayor Kirk:

I am writing to request an appointment to the City of Gloucester's Committee on the Arts.

I am a writer (*The Gloucester Suite and Other Poems*), a watercolorist (student of Gary Tucker in Boston and Deb Aldrich in Essex), and a boat builder (of several of Phil Bolger's boats). I have spent more than forty years teaching American literature on a University level, specializing in New England studies and maritime literature. More recently, I sat on the Gloucester Poet Laureate Selection Committee of June 2010.

One of the reasons that I moved to Gloucester was for its rich involvement with the arts, both past and present. In my own work I have found it stimulating. Gloucester is a city that invites stewardship, and I would like to respond to that invitation through a membership on the Committee for the Arts.

Respectfully,

ERIC SCHOONOVER
P. O. Box 1245
Gloucester, MA 01931
email: tuva@verizon.net
phone: 978-281-6538

cc: Judith Hoglander, Chair, Committee on the Arts [judith@nii.net]

12/22/2010

- (1) Organize and direct volunteer efforts to keep Gloucester beautiful;
- (2) Keep the mayor and the appropriate city departments informed of the maintenance and beautification needs of public property;
- (3) Work with all city departments, including the department of public works, the department of parks and recreation, the school department, the conservation commission, and the waterways board, to keep Gloucester beautiful.

(Ord. No. 20-1996, § 1, 7-9-96)

Sec. 2-507. Powers and duties.

The powers and duties of the commission shall include the following:

- (1) To support and assist all city departments in their efforts to maintain a safe and clean environment;
- (2) To submit reports to the mayor and the appropriate city departments concerning the matters set forth in section 2-506 herein;
- (3) To submit plans for resolving problems concerning the matters set forth in section 2-506 herein to the mayor and the appropriate city departments; and
- (4) To render to the mayor, the city council and the appropriate city departments a full written report of its activities and its recommendations, not less than once a year.

(Ord. No. 20-1996, § 1, 7-9-96)

DIVISION 10 COMMITTEE FOR THE ARTS

Sec. 2-508. Created.

This is hereby created and established a committee to be known as the committee for the arts.

(Ord. No. 112-2000, § 1, 11-28-00)

Sec. 2-509. Composition; appointment and terms of members.

The committee for the arts shall consist of a minimum of five (5) members and a maximum of seven (7) members, one to be the mayor or his designee from time to time acting in his stead and the other four (4) to be residents of the city appointed by the mayor to serve staggered terms of four (4) years. The mayor in office shall continue his membership on the committee for the term for which he is elected.

(Ord. No. 112-2000, § 1, 11-28-00)

Sec. 2-510. Qualifications of members; city officers not eligible except as mayoral designee from time to time.

(a) At least three (3) of the appointed members of the committee for the arts shall have had experience in the arts by reason of vocation, avocation, or by membership in a private or public entity devoted to the arts.

(b) None of the appointed members of the committee for the arts shall hold any elected office.

(Ord. No. 112-2000, § 1, 11-28-00)

Sec. 2-511. Chairman.

The chairman of the committee for the arts shall be elected by majority vote of the membership.
(Ord. No. 112-2000, § 1, 11-28-00)

Sec. 2-512. Assistance of city officials, board and employees.

The committee shall receive regular support and assistance from the community development department. Such department may undertake planning, implementation and review responsibilities on behalf of the committee. Further, the committee may request the services and assistance of any of the officials, boards, and through the mayor, employees of the city at all reasonable times when the committee determines that it requires the assistance and advice of such officials and employees in the performance of its duties.

(Ord. No. 112-2000, § 1, 11-28-00)

Sec. 2-513. Duties.

It shall be the duty of the committee for the arts to promote the arts, visual, written, performed and spoken, to foster within the community, a knowledge and appreciation of artistic endeavors, commercial or otherwise; to seek out private or public assistance by way of donations or grants and to do all appropriate acts that encourage the continuation of artistic endeavors within the city; to establish premises and offices and to spread the fame of local artists and educate the public.

(Ord. No. 112-2000, § 1, 11-28-00)

Secs. 2-514--2-559. Reserved.

ARTICLE VI. FINANCE*

***Charter reference(s)**--Provisions relating to council committee on budget and finance, section 2-9; provisions relating to municipal financial procedures, section 6-1 et seq.

Cross reference(s)--Ordinances promising or guaranteeing payment of money for the city or authorizing the issuance of any bonds of the city or any evidence of the city's indebtedness, or any contract or obligation assumed by the city saved from repeal, § 1-7(2); appropriation ordinances saved from repeal, § 1-7(14); ordinances levying or imposing taxes saved from repeal, § 1-7(15).

State law reference(s)--Municipal finance generally, M.G.L.A. c. 44, § 1 et seq.

DIVISION 1. GENERALLY**Sec. 2-560. Fiscal year.**

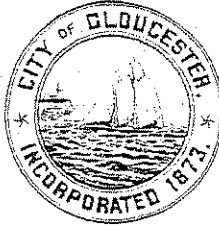
The city's fiscal year shall begin on the first day of July in each year and end on the thirtieth day of the following June in each year, including both days.

(Code 1970, § 2-1)

State law reference(s)--Fiscal year of cities, M.G.L.A. c. 44, § 56A.

Sec. 2-561. Payroll procedure.

City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

January 4, 2011

Ms. Susan Albiero
84 Prospect Street
Gloucester, MA 01930

Dear Susan:

Thank you for your interest in serving on the City of Gloucester's **Historical Commission**. I have issued you a 90-day temporary appointment to serve on this committee which will enable you to attend and vote at meetings. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card (*copy enclosed*) and be sworn in.

Your appointment will be forwarded to the City Council for their January 11, 2011 meeting and will be referred out to the Ordinance and Administration subcommittee. You will be contacted by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

Should you have any questions or if you require any additional information, please do not hesitate to contact my office.

Again, thank you for agreeing to serve on the Historical Commission. I truly appreciate the hard work and dedication you and your colleagues on this important committee offer on behalf of the City of Gloucester.

Sincerely,

Carolyn A. Kirk
Mayor

cc: Mayor's Report to City Council
David Rhinelander, Chair-Historical Commission

Enclosure
CAK/c

EFFECTIVE January 4, 2011

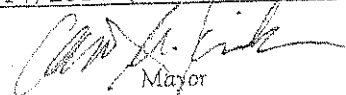
The City of Gloucester, Massachusetts

Dear Susan Albiero, 84 Prospect Street, Gloucester, MA 01930

It is my pleasure to inform you that I have this day appointed you
to the HISTORICAL COMMISSION _____ of the City of
Gloucester, Massachusetts _____

This is a 90-day temporary appointment. After City Council
approval, term to expire 2/14/2014 (THREE YEAR TERM)

Respectfully,


Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting
under this appointment.

Sworn in _____ By: _____

Susan Albiero
84 Prospect Street
Gloucester, MA 01930

November 19, 2010

The Honorable Mayor, Carolyn Kirk
City Hall
Dale Avenue
Gloucester, MA 01930

Dear Mayor Kirk,

David Rhinelander, Chairman of the City's Historic Commission invited me to attend a meeting of that board last month. I was recommended to him as someone who may be of service. After meeting, he has asked me to consider serving on your board.

Since arriving here in 1997, I have developed a great interest in the antique homes in Gloucester. My own home, known as The Julietta House, Inn & House Rental, on Prospect Street, has a great untold history and possesses uncommon architectural detail. Over the years, my guests have included many international Art Dealers and Gallery Owners showing collections at the Cape Ann Museum. This has given me both an appreciation of Gloucester's art and architectural history and a better understanding of the importance of its landscape.

My past board experience includes 6 years on the Beverly Council on Aging with 3 years as Chair. I served the Gloucester Council on Aging for 5 years with 2 as Secretary. I was an active participant in SHoP; Senior Housing Options Task Force which is a quasi official group that formed out of Plan 2000. I seek always to be a positive and cooperative board member always striving for a transparent process.

If I were appointed, I would bring an interest in finding and making use of funds and grants to support the preservation of Gloucester's rich history.

Thank you for your consideration.



Susan Albiero

978-509-6000



Print

PART I ADMINISTRATION OF THE GOVERNMENT
(Chapters 1 through 182)

TITLE VII CITIES, TOWNS AND DISTRICTS

CHAPTER 40 POWERS AND DUTIES OF CITIES AND TOWNS

Section 8D Historical commission; establishment; powers and duties

Section 8D. A city or town which accepts this section may establish an historical commission, hereinafter called the commission, for the preservation, protection and development of the historical or archeological assets of such city or town. Such commission shall conduct researches for places of historic or archeological value, shall cooperate with the state archeologist in conducting such researches or other surveys, and shall seek to coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it deems necessary for its work. For the purpose of protecting and preserving such places, it may make such recommendations as it deems necessary to the city council or the selectmen and, subject to the approval of the city council or the selectmen, to the Massachusetts historical commission, that any such place be certified as an historical or archeological landmark. It shall report to the state archeologist the existence of any archeological, paleontological or historical site or object discovered in accordance with section twenty-seven C of chapter nine, and shall apply for permits necessary pursuant to said section twenty-seven C. Any information received by a local historical commission with respect to the location of sites and specimens, as defined in section twenty-six B of chapter nine, shall not be a public record. The commission may hold hearings, may enter into contracts with individuals, organizations and institutions for services furthering the objectives of the commission's program; may enter into contracts with local or regional associations for cooperative endeavors furthering the commission's program; may accept gifts, contributions and bequests of funds from individuals, foundations and from federal, state or other governmental bodies for the purpose of furthering the commission's program; may make and sign any agreements and may do and perform any and all acts which may be necessary or desirable to carry out the purposes of this section. It shall keep accurate records of its meetings and actions and shall file an annual report which shall be printed in the case of towns in the annual town report. The commission may appoint such clerks and other employees as it may from time to time require. The commission shall consist of not less than three nor more than seven members. In cities the members shall be appointed by the mayor, subject to the provisions of the city charter, except that in cities having a city manager form of government, said appointments shall be by the city manager, subject to the provisions of the charter; and in towns they shall be appointed by the selectmen, excepting towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen. When a commission is first established, the terms of the members shall be for one, two or three years, and so arranged that the terms of approximately one third of the members will expire each year, and their successors shall be appointed for terms of three years each. Any member of a commission so appointed may, after a public hearing if requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall in a city or town be filled for the unexpired term in the same manner as an original appointment. Said commission may acquire in the name of the city or town by gift, purchase, grant, bequest, devise, lease or otherwise the fee or lesser interest in real or personal property of significant historical value and may manage the same.

City Hall
Nine Dale Ave
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
ckirk@ci.gloucester.ma.us

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

MEMORANDUM

TO: City Council
FR: Mayor Kirk
RE: Reappointments - 2011
DT: January 19, 2011

It gives me great pleasure to submit to you the following Department Head reappointments :

1. Jim Duggan – Chief Administrative Officer
2. Jeff Towne – Chief Financial Officer
3. Suzanne Egan – City Solicitor
4. Sarah Garcia – Community Development Director
5. David Bain – Personnel Director
6. Donna Compton – Purchasing Agent
7. Bill Sanborn – Building Inspector

The theme for the past few years and going forward is TEAM. These Department Heads are a part of what is now a well-oiled management team. Here are a few highlights from what the team has accomplished over the past year. Each Department Head will be pleased to discuss their role, and other accomplishments during the City Council appointment review process.

Community Development:

NOTE: Two-thirds of the Community Development Director's salary is paid for through a Seaport Council grant to serve the dual function as Harbor Plan Coordinator, therefore, significant focus of the position is placed on the work surrounding the Harbor.

- Acquired and cleaned-up I4-C2;
- Secured \$1.2 million from the Seaport Advisory Council for I4-C2 land acquisition, and HarborWalk.
- Implementing the Harbor Plan, allowing Cape Ann Brewery to open on previously vacant property.
- Completed our Harbor Economic Development Plan which establishes city priorities on jobs and economic development in the areas of: commercial fishing; maritime industry; and visitor-based economy.

Finance:

- Closed out all deficits on the city's financial books and produced surplus monies dedicated to strengthening the solvency and stability of city (Free Cash of \$2 million for FY10).

Legal/Personnel:

- Prevailed in the lawsuit with the Town of Essex over the sewer rate.
- Prevailed in arbitration ruling with former civil service employee.

Purchasing:

- Emergency bids successfully handled for \$9 million in repairs, rehabilitation and updating of the Babson Water Treatment Plant.
- Bids for \$20 million rehabilitation of our Waste Water Treatment Plant, and pipe replacement along Essex and Western Avenues resulted in strong contracts for city.
- Paving bids / change orders produced best value for city in terms of ancillary work (sidewalks) and miles of roads paved.

It would not be a stretch to say that this team also considers the City Council to be an integral part of the team, too. Everything that we accomplish, we accomplish together. I respectfully request that the City Council approve these appointments. Thank you.

CITY OF GLOUCESTER

Job Description

Title: Administrative Assistant to the Mayor
(Chief Administrative Officer)

Supervisor: Mayor

Grade: M9

Civil Service: Exempt

Union: Exempt

Supervision Exercised: Provides direct supervision to 15 Department Heads and 1 clerical staff in the Mayor's Office. Provides indirect supervision to the operations of all City departments and personnel.

Responsibilities: As the Chief Administrative Officer of the City, responsible for the development and support of the City's management team and the day to day operations and delivery of service throughout City government. Responsibilities include the development of City policies and programs, the provision of constituent services and the bridging of communications with the City Council, School Department, various volunteer boards and other agencies. Also assumes responsibility as Chief Budget Officer.

Duties:

- ♦ Coordinates and supervises the services provided by all City departments and agencies.
- ♦ Conducts a continuing study of the work performed by all City agencies; develops and implements management policies based on this analysis.
- ♦ Prepares programs and ordinance revisions affecting the management of the City in accordance with applicable federal regulations, Mass. General Laws and the City Charter.
- ♦ Serves as Mayor's point person for communicating and conducting business with individual City Councilors or the Council as a whole. Represents the Mayor at all City Council meetings and selected subcommittee meetings.
- ♦ Installs and maintains a centralized purchasing system covering all City agencies.
- ♦ Resolves constituent issues/concerns through direct communications, referrals, meetings, etc.
- ♦ Assumes primary responsibility for the preparation of the City's annual budget; administers operating budget throughout the year.
- ♦ Assists in the development of Capital Improvement budgets, including researching funding sources.
- ♦ Installs and maintains financial management and record-keeping systems.
- ♦ Administers all collective bargaining agreements, other than those entered into by or on behalf of the School Committee. Participates in union negotiations.
- ♦ Produces reports as necessary, i.e., the *City of Gloucester Annual Report*, after reviewing and editing department submissions.
- ♦ Performs any other duties or responsibilities as assigned by the Mayor.

Qualifications:

- ♦ Master's degree in Public Administration, Political Science, Business Administration or related field with five years relevant municipal management experience
- OR
- ♦ Bachelor's degree with ten years municipal senior management experience.
- ♦ Excellent leadership, communication, conflict-resolution and computer skills required.
- ♦ Demonstrated skills in budgeting and financial management.
- ♦ Ability to set priorities and work independently.
- ♦ Ability to develop and support a high performance, effective management team, including linking City and School Department staff.

revised 2/10

CITY OF GLOUCESTER

Job Description

Title: Chief Financial Officer

Supervisor: Mayor

Grade: ~~NO~~ M12

Position Status: A permanent full-time position subject to annual re-appointment by the Mayor, as confirmed by City Council.

Civil Service: Exempt

Bargaining Unit: Exempt

Supervision

Exercised: Manages 4 subordinate supervisors and trains as necessary all staff (approximately 11-12) in the following offices: Treasurer/ Collector, Assessors, Purchasing and Payroll. Responsible for the overall direction, coordination, and evaluation of these units.

Responsibilities: The Chief Financial Officer shall serve as the Finance Director for the City of Gloucester. Directs the City's financial planning and management practices as well as its relationship with lending institutions, financial advisors, bond counsel and others associated with the financial community by performing the following duties personally or through delegation to subordinate managers.

Duties:

- Directs the functions of a municipal treasurer, as stipulated in Massachusetts General Laws. Serves as custodian of funds, securities, and assets of the organization including collecting and accounting for all taxes and revenues; overseeing the disposition of City-owned real property, including the auctioning of foreclosed properties; and evaluating insurance coverage for the City.
- Responsible for all activities associated with the City's debt service including maintaining on-going relationships with bond counsel and financial advisor, submitting loan orders following MGL parameters; purchasing of short- and long-term instruments; and generating cash flow projections for funded projects in conjunction with the Engineering Department.
- Prepares and analyzes revenue and debt service projections for City's annual budget.
- Serves as Finance Team Leader integrating the annual activities of the following departments: Auditing, Assessors, MIS, Purchasing, School Business Office, Personnel (regarding financial implications of employee insurances). Holds monthly finance team meetings
- Oversees the development and implementation of an integrated Financial Management Information System for all City departments.
- Coordinates with the City Auditor in providing and directing procedure and systems necessary to maintain proper records and adequate accounting controls and services.

- * Provides financial oversight to all City departments concerning revenue collection systems including Water, Sewer, City Clerk, Parking Clerk, Building Inspector, Community Development, etc.
- * Provides financial oversight and necessary controls to City payroll system and all insurances.
- * Appraises the City's financial position and issues periodic financial and operating reports.
- * Analyzes, consolidates, and directs all cost accounting procedures together with other statistical and routine reports.
- * Directs and analyzes studies of general economic, business, and financial conditions and their impact on the City's policies and operations.
- * Assists as needed with collective bargaining processes. Advises Mayor on financial forecasts and impact of other items of collective bargaining, particularly as related to protective services and schools.
- * Communicates effectively with City officials, administrative staff, residents, vendors, banks, and other potential sources of funds as necessary. Coordinates all City bond rating presentations regarding financial analysis, historical trends and future projections.
- * Enforces Mass. General Laws and other statutory regulations and City ordinances as deemed necessary to fulfill responsibilities of Treasurer, Collector, and Parking Clerk Office.

Qualifications:

- * Master's Degree (MA) or equivalent in relevant business, administration, accounting, or finance field.
- * A minimum of six to ten years related experience demonstrating full knowledge of municipal finance, including debt service management, investments, and receipts.
- * Excellent communication skills with demonstrated expertise in public presentations and written reports.
- * Demonstrated knowledge of governmental accounting principles and procedures, and MIS.
- * A minimum of five years supervisory experience demonstrating skills in delegation, motivation, and team building.
- * Demonstrated skills in advanced problem solving working with abstract and concrete variables.
- * Working knowledge of all laws and regulations related to accounting of public revenues.

revised 2/09

CITY OF GLOUCESTER

Job Description

Title: General Counsel/City Solicitor

Department: Legal Office

Supervisor: Mayor

**Supervision
Exercised:** Assistant General Counsel and Legal Secretary

Grade: M9

Civil Service: Exempt **Union:** Exempt

Responsibilities: Provides the City with all municipal legal services excepting certain School Department matters and municipal bond matters. Uses independent judgment in representing the City's interests and remains responsible for advising and guiding all departments within the municipality on matters of legal compliance.

Duties:

- ♦ Commences and prosecutes all actions by the City before any tribunal in the Commonwealth, whether in law or equity and whether State or Federal.
- ♦ Appears in, defends and advocates the rights and interests of the City wherein any estate, right, privilege, ordinance or act of the City government or any breach of any ordinance, may be brought into question.
- ♦ Appears before the legislature of the Commonwealth, or any committee thereof, whether either or both branches of the same, and there, in behalf of the City, to represent, answer for, defend and advocate the welfare and interests of the City wherever the same may be directly or incidentally affected, whether to prosecute or defend the same.
- ♦ Appears as counsel in the prosecution of violations of City ordinances and regulations in the District Court when requested by the City officials to do so.
- ♦ Drafts or reviews deeds, obligations, contracts, leases, agreements, conveyances and other legal instruments of whatever nature as requested by various officials.
- ♦ When requested, furnishes the City Council and any other officer of the City who may require it in the official discharge of his or her duties with a legal opinion on any subject relating to or affecting the duties of their respective offices. Attends meetings of City Boards and Commissions when requested.

- Manages all municipal legal affairs and in performing those duties, may refer particular matters to special counsel. Also responsible for the supervision and management of any matter in which a special counsel is required.
- Performs such other additional powers and professional duties as the City Council may prescribe, including attendance at City Council meetings when requested.
- Supervises Assistant General Counsel and Legal Secretary.

Qualifications:

- Bachelor's and J.D. Degrees required.
- Must be admitted to the bar in Mass. for at least five years.
- Must be admitted to the United States District Court for Mass.
- Must have substantial professional experience in at least three of the following:
 - Civil trial practice
 - Appellate practice
 - Administrative law
 - Environmental law
 - Zoning and land use law
 - Public sector labor law
 - Workers' compensation
 - Public contract law
 - Public construction law
 - Drafting legislation and regulations
 - Municipal practice

revised 02/09

CITY OF GLOUCESTER

Job Description

Title: Community Development Director

Supervisor: Mayor

Grade: M9

Civil Service: Exempt

Union: Exempt

Supervision

Exercised: Provides direct supervision to one Division Head: the City Planner, and indirect supervision to staff of approximately seven. As the city's Harbor Plan Coordinator, provides direct liaison to the Seaport Advisory Council, representing the city on matters of the Designated Port and the Harbor Plan. Also provides oversight of the work performed by ten different Boards and Commissions.

Responsibilities: Working closely with the Mayor's Office, develops and implements plans, policies and programs to coordinate the physical growth and economic development of the City. Performs highly responsible work requiring significant initiative and independent judgment relating to the City's economic and community development needs.

Duties:

- * Advise the Mayor on all matters affecting the development of the city.
- * Formulate and recommend to the Mayor and Planning Board specific measures for the development of the city.
- * Review and make recommendations to the City Council regarding measures considered by it which affect the development of the city.
- * Develop and implement economic development strategy as it applies to the waterfront and harbor.
- * Assist the Planning Board in the exercise of its responsibilities and in connection therewith to provide all necessary staff assistance. Provides oversight of all activities of the Planning Division, including the development and implementation of the Master Plan, integration of the Harbor Plan, and all subdivision and zoning matters. Administers revision of zoning bylaws.
- * Assist other multi-member bodies which are involved with the physical development of the city or development of municipal facilities.
- * Maintain an inventory of all city-owned property, rights-of-way, town landings, water bodies, water courses, and waterways, a record of the use to which each is being put and a record of the city agency responsible for the management of it.
- * Integrate the activities of the various divisions in the Community Development Department (Planning, Harbor Development, and Natural Resources) to achieve departmental goals and

objectives. Organize work assignments, operating procedures, and budgets of the different divisions.

- Provide oversight, assistance and staff support as needed to the following Boards and Commissions: Planning Board, Conservation Commission, Historic District Commission, Capital Improvement Advisory Board, Land Disposition Commission, Historical Commission and Technical Advisory Commission.
- Assist with the preparation of the Mayor's Capital Improvement Program.
- Provide customer service and interaction with the public, elected and appointed officials on planning and economic development issues, including downtown revitalization, business retention/attraction, fisheries, the waterfront, industrial parks and transportation.
- Provide support for the Affordable Housing Trust and for the Community Preservation Act and the TIF committees.

Qualifications:

- Master's degree in planning or public administration required per City Charter.
- A minimum of six years increasingly responsible experience in municipal planning, community development or management required.
- Experience in waterfront development planning preferred.
- A minimum of 2 years supervisory experience.
- Demonstrated skills in grant writing, working with federal (HUD) and state regulations, planning and economic development.
- Excellent communication skills, both oral and written, including skills in public presentation.
- Ability to interact effectively with the general public, elected appointed officials, staff at all levels of the organization, and consumer boards and commissions.

• Revised 2/08

CITY OF GLOUCESTER

Job Description

Title: Personnel Director

Supervisor: Administrative Assistant to the Mayor

Grade: M8

Civil Service: Exempt

Union: Exempt

Supervision Exercised:

Provides direct supervision to Personnel Assistant and Worker's Compensation/Benefits Agent. Provides working guidance to two staff in Payroll Office regarding Human Resource reporting requirements and union contractual payments.

Responsibilities:

Responsible for maximizing employee development and promoting the efficient and cost-effective management of City services; develops and maintains a variety of employee support programs to achieve this objective. Major areas of operation include employment, training, benefits administration, labor relations and record-keeping/reporting. Work is highly complex, requiring significant judgment, independent decision-making and initiative.

Duties:

- Administers the City's comprehensive Personnel Ordinance, including the attendant classification and compensation plans for municipal employees. Submits all recommendations for changes to the Mayor and City Council for approval.
- Formulates issues, amends or revokes subject to the Mayor's approval, policies and administrative regulations for the purpose of giving effect to the provisions of City ordinances and relevant State and Federal regulations governing personnel management.
- Negotiates and administers collective bargaining agreements with municipal unions. Prepares collective bargaining agendas for the approval of the Mayor and Administrative Assistant to the Mayor; serves as Hearing Officer at grievance meetings, Civil Service hearings or other hearings as designated by the Mayor.
- Advises and assists the Administrative Assistant to the Mayor, Department Heads and elected and supervisory officials regarding personnel matters, including the enforcement of collective bargaining agreements, State and Federal laws and personnel policies and procedures.
- Develops and coordinates written guidelines or policies for uniform personnel practices and procedures for City departments.

- Develops and administers a merit-based recruitment and placement program for municipal employees. Administers employee orientation program.
- Plans, develops and conducts training programs; promotes staff professional development.
- Studies classification, assignment and utilization of City personnel and prepares recommendations for approval of Mayor, elected officials and Department Heads.
- Acts as administrative liaison for City and School Departments regarding Civil Service registration and information. Serves as local Labor Service administrator and enforces Civil Service regulations.
- Develops and maintains a personnel record system incorporating vital statistics and other pertinent data. Coordinates automated human resources information system (HRIS) with payroll database; prepares all required reports, i.e. EEO-4, census, etc. as required.
- Develops, establishes and coordinates a municipal employee safety program for the City.
- Administers all employee and retiree benefit programs, including Workers' Compensation, Unemployment Insurance, Health Insurance, Life Insurance, Deferred Compensation, Section 125 and payroll deduction options, i.e. fitness benefits, United Way contributions etc. Assists the School Department as needed in standard administrative procedures, benefits communications.
- Develops, establishes and coordinates an affirmative action and equal employment program for the City.

Qualifications:

- Bachelor's Degree in related field plus five years increasingly responsible experience in human resources management. Prior experience in municipal environment preferred.
- Advanced training in human resource management preferred. Experience must include a minimum of two years in benefits administration, two years supervisory experience and two years experience in labor/contract negotiations.
- Excellent organizational and communication skills, both oral and written.
- Demonstrated skills in negotiations/conflict resolution.
- Proven skills in budget management.

revised 2/09

CITY OF GLOUCESTER Job Description

Title: Purchasing Agent

Supervisor: Chief Financial Officer

Grade: M8

Civil Service: Exempt

Union: Exempt

Responsibilities: Responsible for developing and maintaining a centralized purchasing program for the City, including the development and implementation of purchasing procedures, standards, and policies within the scope of existing law and regulations.

Duties:

- Establishes and monitors purchasing procedures for City Departments.
- Oversees bidding process for City contracting of services.
- Negotiates contracts with vendors as a result of bidding process.
- Oversees quantity purchasing of City supplies and equipment.
- Supervises purchasing support staff.
- Fulfills City, state, and other reporting requirements as needed.
- Provides recommendations regarding purchasing and other related procedures to appropriate management staff.
- Serves as Mayor's representative to Design Selection Committee.
- Performs all other duties as requested by supervisor.

Qualifications:

- Bachelors Degree in business or related field plus 2 - 5 years experience in public purchasing environment (7-10 years experience may be substituted for degree requirement)
- Knowledge of general accounting/budgeting procedures
- Working knowledge of purchasing regulations and laws
- One year minimum supervisory experience
- Strong communication and organizational skills required
- Certification in the Mass. Certified Public Purchasing Officials Purchasing Officials Program preferred. Willingness to attain this certification required.
- Familiarity with City of Gloucester purchasing ordinances

CITY OF GLOUCESTER

Job Description

Title: Inspector of Buildings

Supervisor: Administrative Assistant to the Mayor

Grade: M7

Civil Service: Provisional **Union:** Exempt

Responsibilities: Performs highly responsible professional work to ensure public safety through the inspection of buildings within the City. As Department Head, administers and supervises all staff in the daily operation of the Inspectional Services Department, assumes responsibility for service delivery, and accomplishes set goals and objectives.

Duties:

- Administers and enforces the State Building Code, City Zoning Ordinance, Chapter 40A State Zoning, as well as Chapter 22 - Section 13A and the rules and regulations made under the authority thereof.
- Inspects buildings in the process of construction, alteration or repair to insure compliance with building and zoning code requirements and for the application of safe construction practices.
- Reviews plans and specifications for building construction and remodeling work.
- Issues permits for approved applications.
- Makes reports and keeps records regarding inspections.
- Reviews subdivision and individual plans, as required, for compliance with zoning regulations.
- Performs field surveys and assists in interpreting codes and regulations.
- Inspects places of assembly and other designated occupancies for compliance with codes and regulations.
- Investigates building and zoning complaints and assists in the preparation of applications for variances, special permits and division of land.
- Assists the Zoning Board of Appeals with procedures and maintains the Board's budget.
- Supervises all personnel within the department; assumes fiscal responsibility for the department, including staffing utilization and budgeting.

Qualifications:

- Minimum five (5) years experience in the supervision of building construction or design or, alternatively, a four year undergraduate degree in a field related to building construction or design.
- Must have or be able to obtain certification by the State Board of Building Regulations and Standards within 1 and one half years of employment.
- General knowledge of the quality and strength of building materials.
- Knowledge of the accepted requirement for building construction, fire prevention, light, ventilation, safe exits and the requirements of Chapter 22 - Sec. 13A.
- Considerable knowledge of all major types of building construction, materials, methods, and

stages of construction where possible violations and defects may be easily observed and corrected.

- * Considerable knowledge of the laws and regulations relating to building and zoning.
- * Ability to read and interpret plans, specifications and blueprints and the ability to compare them with construction in progress.
- * Ability to detect poor workmanship, inferior materials, and/or potential hazards.
- * Ability to establish and maintain effective working relationship with building owners, contractors, other City employees and the public.
- * Ability to supervise and provide working guidance to staff.

Revised 2/09

SUGGESTIONS FOR DOG PARK RULES OF USE

GENERAL:

AN ADULT MUST ACCOMPANY MINORS UNDER THE AGE OF
SIXTEEN (I WOULD SUGGEST CHANGING THE AGE TO
FOURTEEN.

_____ AGGRESSIVE BEHAVIOR (FROM DOGS OR PEOPLE) REQUIRES
TIME-OUT FROM PARK. SUGGESTION: AGGRESSIVE BEHAVIOR
WILL NOT BE TOLERATED FROM DOGS OR PEOPLE.
GLOUCESTER RESERVES THE RIGHT TO REMOVE OR BAN
PROBLEM DOG OWNERS AND THEIR ANIMALS.

HUMANS

DOG HANDLERS MUST BE: SUGGESTION: AGE FOURTEEN.

PROHIBITED: SUGGESTION: OMIT STROLLERS

WHAT TO DO IF:

IF YOU FEEL UNSAFET CALL ANIMAL CONTROL: 978-281-9746.
SUGGESTION: IF YOU FEEL YOU OR AN ANIMAL ARE UNSAFE
CALL THE GLOUCESTER POLICE DEPARTMENT 978-283-1212
AND REQUEST THE DOG OFFICER RESPOND TO YOUR
LOCATION.

RECEIVED

DEC 16 2010

Mayor's Office



CITY OF GLOUCESTER 2011 CITY COUNCIL ORDER

ORDER:	#CC2011-002
Councillor	Sefatia Theken

DATE RECEIVED BY COUNCIL: 01/25/11
REFERRED TO: TC & O&A
FOR COUNCIL VOTE:

ORDERED that the GCO Sec. 22-270 "Parking prohibited at all times" be amended by

ADDING: Magnolia Avenue from under the train bridge to its intersection with Essex Avenue both sides, and further

ORDERED that this matter be referred to the Traffic Commission and Ordinances and Administration standing committee for review, recommendation and measurements.

Sefatia Theken
Councillor At Large



CITY OF GLOUCESTER 2011 CITY COUNCIL ORDER

ORDER: Councillor	#CC2011-004 Ann Mulcahey
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DATE RECEIVED BY COUNCIL: 01/25/11 REFERRED TO: TC & O&A FOR COUNCIL VOTE:

ORDERED that the Traffic Commission be requested to investigate a vending site and make their recommendation to the Ordinances and Administration; and further

ORDERED that upon approval of this site that the GCO Chapter 11 Article II Sec. 11-5 "Fixed vending; site specific locations(6)" be amended to reflect the same.

Ann Mulcahey
Councillor – Ward 2

Public Works
28 Poplar Street
Gloucester, MA 01930



TEL 978-281-9785
FAX 978-281-3896
rlopiccolo@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

TO: Mike Hale, DPW Director
FR: Rose LoPiccolo, Recycling Coordinator *RKL*
DT: January 7, 2011
SUBJ: Ordinance Revision

RECEIVED

JAN - 7 2011

Mayor's Office

Attached you will find proposed revisions to the City Code Of Ordinances: Sections 9-1 and 9-2(a). Please note that this is not to change the intent of the ordinance, but to simply have the language in the City's trash contract and the Code of Ordinances mirror each other.

Could you please forward this to the Mayor's Office for submittal to City Council.

Proposed Revisions to City Code Of Ordinances:

9-1 Definitions

Add:

1. **Household** – The single residential unit within a single or multi-family complex,
2. **Municipal Collection Program** – The program that collects solid waste and recyclable materials including yard waste, white goods (freon and non freon bearing), all televisions and all computer displays from all eligible residents, mixed use buildings, municipal facilities, locations and schools.
3. **Residential Unit** – A dwelling within the corporate limits of the city occupied by a person or group of persons comprising of not more than four (4) units.
4. **Solid Waste** – Household trash generated within the **home** and bulky items such as furniture, not including recyclable material, construction materials or hazardous waste material, or construction & demo materials from remodeling.
5. **Pay As You Throw (PAYT) Program** – The City's Pay As You Throw trash collection program whereby residential trash must be contained in and official PAYT trash bag or bear a bulky item sticker.
6. **Bulk Item Sticker** - sticker required for curbside bulky item pick up.
7. **Bulky Item** – Furniture predominately non-metallic, weighing over 50 pounds not fitting into Official PAYT Bag.

Edit:

Plastic containers – edit plastics 1 and 2 only to: plastics #1 thru #7

Recyclables – edit plastics 1 and 2 to: 1 thru 7.

Revisions:

Sec. 9-2 Trash/recycling containers:

(current)

(a) Trash should be placed in a private container for collection by a contractor who holds a permit for the collection of trash from the board of health, except however, any owner of a building with **five (5)** or more residential units shall provide private weekly trash collection for that building. (Ord. 01-38 10/9/2001)

Any such container should be constructed of metal or plastic and shall be covered at all times to prevent trash from being scattered. Approved containers shall be placed curbside no later than 7:00 a.m. on the day of collection.

(Proposed)

(a) All households who are eligible for the Municipal Collection Program, are required to place solid waste in official Gloucester PAYT (Pay As You Throw) bags, either in or out of barrels. Any bag and/or barrel weighing more than fifty (50) pounds will not be picked up by the contractor who holds a permit for the collection of trash from the board of health. Any owner of a building with five (5) or more residential units, business, non- profit, and private school shall provide private trash collection. Official Gloucester PAYT bags, either in or out of a barrel shall be placed at the curb not later than 7 a.m. on the day of collection.